

**Montgomery County-Norristown Public Library
Position Description**

Position Title:	Librarian I: Cataloger, Part-Time
Supervisor:	Technical Processing Department Head
Number of Employees directly supervised:	0
Fair Labor Standards Act status:	Non-Exempt

Statement of Responsibilities

Catalog and classify new and gift materials for main library and four branches, and four bookmobiles. Bibliographic control and database maintenance in both Polaris and OCLC.

Organizational Relationships

Process materials in a timely and accurate manner in cooperation with other departments and branches.

Monitor developments at OCLC and MCLINC to ensure optimal cataloging functionality. Attend MCLINC-provided cataloging training.

General Responsibilities and Examples of Work

Catalog and classify new and gift materials for main library and four branches, and four bookmobiles. Progress in cataloging responsibilities in accordance with progression of MCLINC cataloging certification. Must obtain all MCLINC certifications within six months of hire.

Catalog special collections.

Reclassify materials as needed.

Assist with effort to provide a useful and up-to-date local catalog by adding new bibliographic records, removing bibliographic records no longer needed, and upgrading or correcting records. Add and delete holdings information in OCLC.

Qualifications for Employment

Master's degree in Library Science from an institution approved by the appropriate Commonwealth agency or accredited by ALA.
Must be eligible for Pennsylvania Professional Librarian certification.

Familiarity with the OCLC cataloging sub-system.
Familiarity with the latest versions of AACR2, RDA, the Library of Congress Subject Headings, Dewey Decimal Classification and MARC format.
Familiarity with integrated library systems.
Familiarity with technical processing procedures and practices.

Organizational ability, attention to detail.

Computer literacy.

Physical Demands or Requirements (use * to indicate essential requirements)

Strength/movement requirements:

- *Able to lift or move 5 pounds
- *Able to bend to floor level and/or reach overhead
- *Able to stand and/or walk for short periods of time
- *Able to sit for extended periods of time
- *Able to push library carts

Manual/physical dexterity requirements:

- *Able to manipulate keyboard of computer, typewriter or other office equipment
- *Able to manipulate mouse, pointing device or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements:

- *Able to use telecommunication devices to hear and speak with staff
- *Able to see, understand and create written material

Potential employment is contingent upon completion of the PA State Mandated Reporter Training, and submitting to employer within 30 days of date of hire the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check.