

Montgomery County - Norristown Public Library
Job Description

Title: Cataloger	Classification: Librarian I
Primary Work Location: Norristown, PA	Department: Technical Processing
Supervisor: Department Head	Number of Employees Directly Supervised: 0
Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	Fair Labor Standards Act Status: Non-exempt
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours: <u>19</u> hours/week (Days, Evenings, Weekends)

Summary of Position

The Cataloger is responsible for cataloging and classifying new and gifted materials for the main library, bookmobiles, and four branches.

Statement of Responsibilities

It is the responsibility of the Cataloger to process materials in a timely and accurate manner in cooperation with other departments and branches, monitor developments at Online Computer Library Center (OCLC) and MCLINC to ensure optimal cataloging functionality, Create bibliographic control and database maintenance in both Polaris and OCLC. The Cataloger is ultimately accountable for providing quality service and maintaining professional standards according to approved policies and the mission of the Library.

Essential Duties and Responsibilities

- Catalog and Classify new and gift materials for the main library, bookmobiles, and branches.
- Progress in cataloging responsibilities in accordance with progression on MCLINC cataloging certification.
- Catalog special collections.
- Reclassify materials as needed.
- Assist with the 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.
- Other assigned duties.

Skills

- Possess excellent organizational and time management skills
- Possess excellent verbal and written communication skills
- Must have an acute understanding of the general principles of library science and management of community libraries.
- Must have familiarity with computer and information technology, including integrated library systems (ILS), Microsoft Office, and Outlook.
- Must have reliable transportation and the ability to work at any of the Library's locations.

Qualifications for Employment

- A Master's degree in Library Science from an institution accredited by ALA.
- One or more years of professional work experience in a library setting is preferred.
- Eligibility for PA Professional Librarian Certification.
- Familiarity with the OCLC cataloging sub-system preferred.
- Familiarity with the latest versions of Anglo-American Cataloging Rules, 2nd edition (AACR2), Resource Description & Access (RDA), the Library of Congress Subject Headings, Dewey Decimal Classification (DDC), and (MACHine Readable Cataloging (MARC) formats.

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- Familiarity with ILS.
- Familiarity with Technical processing procedures and practices.

Physical Requirements

- Able to lift or move up to 25 pounds
- Able to bend to floor level and/or reach overhead
- Able to stand and/or walk for 1-hour period of time
- Able to sit for 1-hour period of time
- Able to manipulate the keyboard of a computer, typewriter, or other 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
- Able to use telecommunication devices to hear and speak with staff and public
- Able to see, understand, and create written material

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Updated: February 25, 2025

Print Name: _____

Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____