

Cataloguer

Iowa City Community School District
Job Description

Qualifications:

Minimum:

- Training in library science with strong cataloging and classification skills
- Knowledge of MARC format, Dewey classification system, Anglo-American Cataloging Rules and Sears subject headings
- Skill in use of computers
- Attentiveness to detail
- Ability to work independently
- Evidence of organizational skills
- Ability to work with people
- Flexible and positive

Preferred:

- Master's degree in library science or experience in cataloging
- Familiarity with both Macintosh and Windows
- Familiarity with technology for information management
- Experience in education

Reports to: Library Coordinator who is responsible for formal evaluation

Job Goal:

Facilitate access by classifying, cataloging and processing materials for schools in the Iowa City Community School District and maintaining centralized files of materials available in the district. Manage the operation of the district's library automation network.

Responsibilities:

- Classify and catalog all print and non-print media materials using standard classification and cataloging tools according to local specifications.
- Develop and implement plans for use of technology in cataloging and processing.
- Oversee library automation for district including circulation, catalog, and union catalog systems.
- Consult with teacher librarians regarding technical services and automation system
- Provide technical support to buildings on automated library systems.
- Assist with record conversion follow-up as part of automation process.
- Develop and maintain specifications for vendor cataloging of materials.
- Provide inservice for library secretaries on data entry and other procedures

related to automated library systems.

Guide work flow from Central Receiving through cataloging, processing and distribution.

Facilitate networking among schools via union catalog and other files.

Maintain supply inventory for processing center.

Provide monthly reports of cataloging and processing to library coordinator.

Assist media processing clerk as work flow demands.

Assume other duties as assigned.