General Statement of Duties

Following written guidelines, creates uncomplicated original catalog records and performs adaptive cataloging for item representation in library collection and inventory.

Distinguishing Characteristics

This class creates original catalog records by describing materials in varying formats according to content and physical characteristics. It is distinguished from the Collection Development Librarian, which recommends purchases and orders materials.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

May perform leadwork as assigned.

Essential Duties

Describes materials according to content and physical characteristics and creates original on-line records using a variety of computerized systems of codes and indicators in variable fields.

Assigns Dewey classifications and creates call numbers for books, sound recordings, video cassettes, scores, and serials to provide customer access and inventory representation.

Performs research and analysis of library materials to obtain cataloging information and creates records for interlibrary and national cataloging databases.
Verifies cataloging copy, compares copy to item and initiates changes and alterations as needed in cataloging and authority records; produces final records in conformance with national standards.

Trains assigned employees and checks their work, and may assist in preparing employee performance evaluations.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Manages And Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Knowledge & Skills**

Knowledge of library organization and related computerized systems sufficient to be able to create catalog records, ensure customer access, and facilitate inventory control.

Knowledge of the national and international library standards, practices, and procedures sufficient to be able to ensure adherence to guidelines.

Skill in creating descriptions of content for various library materials.

**Education Requirement**

Master’s Degree in Library Science from an American Library Association accredited program.

**Experience Requirement**

None

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & Certification**

None

**Working Environment**

For DPL Positions Specifically:

Potential exposure to infections and contagious diseases.

Subject to varying and unpredictable situations.

Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Personal Safety: aware of surroundings, people, and events.

**Level of Physical Demand**

For DPL Positions Specifically:
2-Light (10-20 lbs.) to 4-Heavy (50-100 lbs.)

**Physical Demands**

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Sitting:** Remaining in a stationary position.
- **Reaching:** Extending the hands, arms, or other device in any direction.
- **Handling:** Seizing, holding, grasping, through use of hands, fingers, or other means.
- **Fingering:** Picking and pinching, through use of fingers or otherwise.
- **Talking:** Communicating ideas or exchanging information.
- **Hearing:** Perceiving and comprehending the nature and direction of sounds.
- **Repetitive Motions:** Making frequent or continuous movements.
- **Eye/hand/foot coordination:** Performing work through using two or more body parts or other devices.
- **Walking:** Ability to move or traverse from one location to another.
- **Carrying:** Transporting or moving an object.
- **Pushing:** Exerting force upon object so that it moves away from the person.
- **Pulling:** Exerting force upon an object so that it is moving to the person.
- **Balancing:** Maintaining equilibrium.
- **Stooping:** Positioning oneself low to the ground.
- **Kneeling:** Assuming a lowered position.
- **Crouching:** Positioning body downward and forward.
- **Lifting:** By Position, may move objects 10-20 pounds, 20-50 pounds, or 50-100 pounds from one level to another.
- **Standing:** Remaining in a stationary position.
- **Written Comprehension:** Ability to discern the meaning of written words.
- **Neck Flexion:** Perceiving objects located above or below.
- **Feeling:** Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
- **Kneeling:** Assuming a lowered position.

**Background Check Requirement**

- Criminal Check
- Education Check

**Assessment Requirement**

None

**Probation Period**

None
Class Detail

Pay Grade: A-807
FLSA Code: Y
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: