



Office of Human Resources
Librarian Catalog - LA1276
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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.

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 on 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
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: