



Office of Human Resources  
Library Cataloging Assistant - LA1277  
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### General Statement of Duties

Performs paraprofessional library work classifying, cataloging, and archiving unique original library materials using multiple on-line computer databases to describe library materials and using a unique Dewey Decimal System or a collection numbering system.

### Distinguishing Characteristics

This class is distinguished from Catalog Librarian that creates uncomplicated original catalog records and performs adaptive cataloging for item representation in library collection and inventory. The Cataloging Assistant is also distinguished from the Bibliographic Technician which performs on-line data entry, retrieval and reconciliation to implement the classification and cataloging of library materials.

### Level of Supervision Exercised

None

### Essential Duties

Classifies, catalogues, and/or archives unique original library materials by modifying copy generated from the Library of Congress or from equivalent data.

Contributes to the library customer service mission by assisting library customers and staff as needed and requested.

Compares library item against coded data on copy to verify and modify description, checks and corrects access points, validates or changes suggested Dewey classification, and creates call numbers.

Accesses database to verify the accuracy of new cataloging records, makes necessary corrections and produces the final record.

Verifies that data fields, codes and indicators match the on-line cataloging and authority files and related cross-reference structure.

Uses a variety of on-line databases to research cataloging information.

Solves problems by referring to library cataloging rules and professional library staff and reports production statistics.

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

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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.

Writing –Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of library science sufficient to be able to classify and catalog materials.

Knowledge of the Dewey Decimal System sufficient to be able to create call numbers.

Skill in using a bibliographic database.

### **Education Requirement**

Bachelor's Degree.

### **Experience Requirement**

One (1) year of experience working with bibliographic records to shelve, circulate, acquire or perform copy cataloging of library materials.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirement.

### **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

Employment Verification

Education Check

### Assessment Requirement

None

### Probation Period

None

### Class Detail

**Pay Grade: A-612**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**