Chillicothe & Ross County Public Library

Cataloging Assistant

Supervisor: Cataloging Manager
Position: FLSA Non-Exempt
Pay Band: C

Position Summary

The Cataloging Assistant supports the Cataloging Manager in developing, implementing, and overseeing processing of new materials and repairing existing library materials for circulation: including copy cataloging and classifying materials in the library's computer system; receiving, unpacking, and preparing materials for cataloging and processing.

Essential Duties & Responsibilities

- Process materials for shelving, including jacketing and labeling; and packing materials for delivery to patrons and other libraries.
- Discard weeded and damaged materials and remove from catalog.
- Responsible for ensuring timely and accurate completion of library materials processing under the supervision of Cataloging Manager, including receiving, processing, mending, and discarding materials.
- Assist with maintenance of records in the library's computer system, including copy cataloging and classification.
- Order and maintain cataloging supplies.
- Responsible for library location in the absence of a manager.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Direct clerical and page staff to ensure all essential tasks are completed.
- Answer reference questions in person or by telephone and helps patrons locate library materials.
- Instruct patrons in the use of basic reference tools, both print and electronic.
- Work in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
- Assist patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
- Actively participate in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- High school diploma or G.E.D. Some coursework at the post-secondary level desirable.
- Two years cataloging experience.
- Ability to communicate effectively.
- Familiarity with MS Office products.
- Keyboarding/Windows proficiency.
- Ability to operate library technology systems, including personal computer, digital scanner, software programs and other job related equipment.

Supervisory/Management Responsibilities

Responsible for library location in the absence of the manager.

Interaction

Frequent interaction with library employees, patrons, and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, BarTender, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library environment.

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.