



NOTICE OF OPENING

CATALOGER (GRADUATE LIBRARIAN 2)

The Worcester Public Library is seeking an enthusiastic, self-motivated and resourceful candidate for the position of Cataloging Librarian! This is a professional position under the immediate supervision of the Head of Knowledge and Access Resource Management Services (KARMS), and under the overall direction of the Associate Director. The individual in this role will be responsible for cataloging materials in all formats and all subject areas, including special collections materials, and will perform original and enhanced cataloging activities in support of the needs of the entire Worcester Public Library system. The ideal person in this position will possess excellent interpersonal, communication, and customer service skills and have experience working with diverse populations in an urban community.

SALARY: \$44,852.70 – \$65,254.96 annually; \$21.49 – \$31.27 hourly

ESSENTIAL JOB FUNCTIONS

- Organizes and catalogs materials according to priorities developed by the Head of KARMS
- Performs original (including complex) and copy cataloging of all formats of library materials and adapts online records according to guidelines in all subject areas and languages to facilitate their identification, access, retrieval and use
- Downloads OCLC records, catalogs and processes materials in all formats including but not limited to monographs, serials, DVDs, Books on CD, music CDs, games, realia and World Language materials
- Interprets and applies Library of Congress (LC) Subject Headings, the Dewey Decimal Classification System, RDA the AACR2, , and Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials
- Conducts complex searching and researching in English and foreign languages to establish appropriate form of main entries, added entries and place names; assign main entries and subject headings; determine edition statements, imprints, collations and series notes
- Participates in the cataloging of local historical materials for Worcester Room and closed stacks items, including items from the Dr. Green Collection. Identifies and uses accepted preservation methods to house and label these materials
- Determines appropriate treatments for series or multipart items in cases where the default treatment (fully analyzed, traced, and classified separately) has not yet been established in the authority file
- Creates item records, assigns classification numbers and prints spine labels for each physical item
- Assists with various re-cataloging and reclassification projects
- Works closely with subject specialists and reference librarians to provide intellectual and physical access to materials in a timely manner. Assists supervisor to improve cataloging processes by participating in discussions of cataloging standards and policies/procedures and assists in updating Cataloging Manual
- Creates reports to assist with the maintenance and global changes to the collection.
- Maintains records, keeps statistics, and assists in preparation of various departmental reports
- Provides exemplary reference and reader's advisory duties as an adjunct Reference Librarian, on Saturdays as scheduled

- Interprets and applies general library policies and procedures to the public in a customer friendly manner
- Collaborates with a team of professional and paraprofessional staff
- Contributes to creating an environment oriented to trust, open communication, creative thinking, and a cohesive team effort
- Maintains a working knowledge of library resources and an awareness of new resources and technologies by actively participating in staff development, training opportunities, and committee work
- May work at various locations within the library system including mobile library services
- Performs other tasks, as assigned, consistent with the functions of the work unit and level of responsibility

MINIMUM JOB QUALIFICATION STANDARDS FOR PERFORMING ESSENTIAL JOB FUNCTIONS:

- Demonstrated knowledge of principles and procedures of professional library work, including methods, practices, and techniques of library cataloging, acquisitions, and classification
- Demonstrated knowledge of the Dewey Decimal Classification System, AACR2, RDA, and LCSH
- Demonstrated ability to apply the following cataloging tools: Resource Description and Access (RDA), the Anglo-American Cataloguing Rules (AACR2r), Library of Congress Subject Headings (LCSH) and classification, and MARC21 formats for bibliographic and authority data
- Demonstrated experience in cataloging materials through a cataloging utility such as OCLC or an integrated library system environment such as Evergreen
- Ability to learn various and complex computerized cataloging systems
- Demonstrated knowledge of standard bibliographic sources, bibliographic form, and verification tools
- Flexibility in prioritizing multiple projects, ability to problem-solve, and propensity for details
- Working experience with spreadsheet and database technology and software
- Excellent interpersonal, written, and verbal communications skills and the ability to communicate with professional and paraprofessional staff about concepts, ideas, and requirements
- High level of professionalism and commitment to the organization
- Embrace opportunities to learn in a fast-paced changing environment
- Demonstrate proficiency in current and emerging technologies
- Ability to work independently and as part of a team
- Ability to create positive working relationships with a diverse staff
- Ability to learn and use library technologies
- Ability to maintain patron confidentiality
- Ability to push book carts and bins loaded with library materials
- Ability to reach and retrieve books at high and low shelf heights
- Ability to stand and or sit for prolonged periods of time
- Ability to perform bending, stopping, lifting, pushing, and twisting
- Ability to perform repetitive hand and arm motions for prolonged periods of time
- Ability to move or lift up to 50 lbs.
- Knowledge of the principles and correct usage of the English language including grammar, punctuation and spelling

MINIMUM REQUIREMENTS

- Education: Master's degree in Library Sciences from a Graduate School of Library Sciences accredited by the American Library Association or approved by the Massachusetts Board of Library Commissioners
- Experience: One year of professional public library experience in original and copy cataloging and classification of all formats of library materials using Dewey Decimal or Library of Congress classification, LC subject headings, machine readable (MARC) records, Anglo American Cataloging Rules, Revised and familiarity with Resource Description and Access (RDA)
- Preferred: Working knowledge of archival theory, practice and national standards, and best practices that govern arrangement, description, and processing activities. Experience cataloging foreign language materials also preferred
- Schedule: Includes evenings, weekends, and assignments to other departments and locations
- Travel: Ability to travel to required locations in a timely manner. A valid driver's license is required
- CORI/SORI: Must pass a Criminal/Sex Offender Background check

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter on or before **Friday, February 16, 2018**, to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. EOE/ AA employer. Preference is given to Worcester Residents.

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.

The Worcester Public Library makes every effort to support ALA's "Core Competences of Librarianship" <http://www.ala.org/educationcareers/careers/corecomp> as approved and adopted as policy by the ALA Council, January 27th 2009 and, as an Affirmative Action/Equal Opportunity Employer, values diversity and aims to have its workforce reflect the community. The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Direct inquiries to: City Hall Human Resources 109, 508-799-1030, HR@worcesterma.gov