



## Lincoln Township Public Library

## Job Description

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**Job Title:** Cataloging Clerk  
**Reports to:** Head of Library Operations  
**Pay Range:** \$11.00 - \$16.00 per hour  
**Status:** Non-exempt; part-time.  
*This position is part of the bargaining unit.*

## Job Summary

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Under administrative direction, the Cataloging Clerk is responsible for a variety of technical procedures, basic cataloging, and complex clerical and typing work. Duties include carrying out library acquisition procedures, basic cataloging, entering materials in automated database, resolving problems in procedure, and assistance in file and records maintenance. This position is also invested with making routine library technical assistance decisions. This person takes pride in attention to detail to create accurate records, and is open to new and innovative ideas to improve and streamline processes. A team-player with good listening and communication skills will succeed in establishing and maintaining effective working relationships with their supervisor and colleagues from varying departments.

## Duties & Responsibilities

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1. Responsible for acquisition of circulating material: verifies deliveries against orders and maintains records of acquisitions.
2. Inputs library materials on-line into Public Access Catalog, creates MARC records using automated bibliographic database and Dewey Decimal numbering. Original cataloging may occasionally be needed.
3. Responsible for conducting, training, and overseeing delegated processes to make library materials shelf ready, including producing and applying call number labels; collection labels, genre labels, and other specialty labels to all library materials; applying dust jackets, lamination, and book tape to all materials requiring it.
4. Resolves issues in cataloging processes and procedures.
5. Staff the public service desk as operations require, assisting patrons with borrowing or returning materials. Greet and acknowledge patrons of the library; provide basic assistance in locating materials and utilizing library services.
6. Answer questions regarding collections, services, and policies.
7. Handle money through basic financial transactions for collecting fines and fees for materials, print/copy/fax services, and Library Friends book purchases.
8. Inspect materials upon return for damage; perform simple mending of library material.

9. Participate in the formation, development, and implementation of department goals and action plans, in conjunction with management and fellow staff.
10. Maintain a clean and tidy work area.
11. Perform other duties as assigned by supervisor.
12. Perform searches on print materials or online databases utilizing various search strategies.
13. Prepare and submit monthly activity reports and statistics to supervisor.
14. Uphold policies and procedures, recommending changes and requesting training when necessary.
15. Perform other related work as required or assigned by supervisor.

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## **Education, Experience and Training**

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Applicant possesses a two-year degree from a recognized college in a related field plus some library technical experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Previous experience in a library setting preferred.

Working knowledge and understanding of basic library principles, procedures, and philosophy of service.

Typing skills; working knowledge of how to access and use public library computer software operations (e.g. integrated library systems; online databases, etc) required.

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## **Job Requirements**

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1. Working knowledge of MARC cataloging.
2. Customer satisfaction-oriented.
3. Strong organizational, time management, and interpersonal skills.
4. Effective verbal and written communication skills. Must be able to read, write and understand the English language.
5. Considerable attention to detail; ability to perform repetitive tasks quickly and accurately.
6. Computer skills and visual acuity necessary to effectively access and read information on the computer. Must be able to comfortably use email, perform internet and online

database searches, and utilize basic office software including word processing and spreadsheets.

7. Physical ability to push/pull fully loaded book carts weighing up to 70 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials or furniture that typically weighs 25-35 pounds.
8. Ability to work under limited supervision.
9. Ability to operate a variety of library equipment including a computer, multi-line phone system, cash register, printer, scanner, fax and copy machine, and other equipment as added or required. Requires hearing ability to answer telephone and patron inquiries.
10. Ability to plan and implement library service goals and evaluate effectiveness of service to library patrons.
11. Willingness to maintain skills in above-mentioned areas through active participation in professional learning opportunities.
12. Ability to work in situations with multiple deadlines and work under pressure.

## **Working Conditions**

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1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, or noise.
2. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures.
3. Occasional travel required to attend meetings, workshops, or conferences as needed.
4. Work hours may be varied, and may include evenings and weekends.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties. Other duties may be assigned.*

*Reasonable accommodations may be made for qualified candidates with a substantial impairment who are capable of performing the essential functions of the position.*