

TANGIPAHOA PARISH LIBRARY

Job Vacancy Notice

Position:	Cataloger
Location:	Amite Branch Library
Appointment:	Full-time
Weekly Hours:	35 hours per week
Hourly Pay Rate:	\$17.00

Qualifications

Qualified applicants must possess a bachelor's degree and professional/practical library experience in a public, academic or research library utilizing traditional and new library systems and techniques; knowledge of cataloging practices and procedures and knowledge of library automated systems.

A MLS degree from an ALA accredited library school is a plus.

Three years' experience in original and copy cataloging and classification of all formats of library material using Dewey Decimal and Library of Congress (LC) classifications, LC subject headings, machine-readable cataloging (MARC) records, and Anglo-American Cataloging Rules or a LTA and at least a five years' experience in original and copy cataloging. Experienced with computerized cataloging databases. Demonstrates effective written and oral communication as well as group process techniques.

Job Summary

The Librarian-Cataloger performs original and copy cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for libraries. This position also resolves cataloging problems and aids in the maintenance of the online catalog. The Librarian-Cataloger is expected to stay up-to-date on relevant programs and services that enhance the ability of library staff to provide quality information to patrons in an effective and efficient manner.

Essential Duties and Responsibilities

- Perform original (including complex) and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials.
- Maintain authority records and perform needed authority work in the database.
- Consult with libraries to resolve cataloging and database problems, report trends in bibliographic services, answer questions, transmit information, and discuss options for handling library materials.
- Provide inventory support.
- Develop constructive and cooperative working relationships with internal staff, staff of Louisiana State Library, and neighboring libraries.
- Perform database maintenance for bibliographic and authority records.
- Loads MARC record files.
- Maintains the integrity of the library system through authority file control.

Knowledge, Skills and Abilities Required

- Good working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- Excellent knowledge of computerized cataloging.
- Excellent knowledge of standard bibliographic sources, bibliographic form, and verification tools.
- Good knowledge of professional library theories, issues, and trends.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Good oral and written communications skills.
- Ability to establish and maintain effective working relationships with IHLS staff, and staff from other libraries.
- Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work in an organization that embraces customer service.

- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.

Physical Requirements: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear.

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Must be able to concentrate on detailed information over an extended period of time.
- Ability to effectively use a computer.
- The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must push loaded book trucks, occasionally lift and/or move up to 50 pounds, and access high and low shelves.
- The employee must perform repetitive tasks quickly, neatly, and accurately.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

Benefits Include:

- Employee portion of health insurance including vision and dental and life insurance paid by the Library
- Inclusion in the Parochial Employees' Retirement System of Louisiana
- Paid Holidays
- Accrual of vacation and sick leave

Tangipahoa Parish Library's Mission Statement

The mission of the Tangipahoa Parish Library is to provide all members of the community with resources and programs to fulfill their informational, educational, recreational and cultural needs.

Tangipahoa Parish Library's Objectives

1. To assemble, organize, maintain and make easily available a collection of books and other materials to provide for the recreational, informational, and educational needs of the citizens of the parish.
2. To promote the Library and its services.
3. To evaluate and anticipate the changing community that the Library serves and the effect of the changing world on the services offered to the community.
4. To develop and maintain the Library as a source of stimulation in the community, a source of ideas and ideals.
5. To provide the community with the best and most service possible by continued improvement of Library facilities and services.
6. To provide free and equal access of its resources to all citizens of the parish.

TANGIPAHOA PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DIVERSITY WITHIN ITS WORKPLACE.

How to apply:

Visit us online at <http://www.tangilibrary.com/AboutUs/Employment.aspx> to complete an employment application.

TANGIPAHOA PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DIVERSITY WITHIN ITS WORKPLACE.