

# **INDIANA UNIVERSITY SOUTHEAST JOB SPECIFICATION**

**JOB TITLE:** Library Catalog Specialist I

**DATE:** 04/02

**JOB PURPOSE:** Under moderate to limited supervision, performs a variety of difficult administrative and non-routine tasks relating to cataloging of new and already held library materials.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

1. Catalogs material using bibliographic records; updates and maintains shared on-line system; performs descriptive cataloging and subject analysis.
2. Creates full level records using derivative cataloging.
3. Searches for, establishes, and creates on-line name/title authority records in accordance with online data base and card catalog.
4. Searches data bases for matching bibliographic records; brings records into system, inventories collection being converted; resolves any problems relating to missing items or inaccurate records.
5. Edits bibliographic and authority records, locally created records, and records from other library data bases to correct errors and reflect holdings information for materials already held.
6. Trains part-time student workers to assist in cataloging; serves as resource on questions regarding policies and procedures.
7. Maintains awareness of any changes in standards and procedures involved in cataloging and authority files.
8. Verify assigned call numbers; assign additional subject headings as needed.
9. Investigate and resolve problems relating to barcoding, duplicate records, unlinked records, shelving and heading use codes, system errors and withdrawal of materials from the online catalog.
10. Serves and participates as a resource person for local and system-wide issues relating to the cataloging of new and already held library materials.
11. Maintains awareness of changes in Library of Congress Cataloging Rules and technological advances.

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The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

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## MINIMUM REQUIREMENTS

**Education:** Requires knowledge of standard procedures in a technical field involving extended training. Thorough working knowledge of the practices and procedures in a specialized field (Library Science), typically acquired through completion of a specialty program of over 18 months and up to 3 years beyond high school.

**Experience:** 2 years library experience.

**Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of cataloging authority procedures.

Knowledge of library specific databases and search procedures.

Detail oriented.

Knowledge of computer and database software.

Communication skills

Organizational skills.

Problem solving skills.

Supervisory skills.

Time management skills.

Ability to work without direct supervision.

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