

Library Specialist

Job Code 50018640

General Description

Responsible for cataloging and processing of continuing resources, coordinating workflow and projects, creating and maintaining policies and procedures, and training and supervising staff.

Examples of Duties

Coordinate the activities of the Continuing Resources Cataloging Unit.

Develop, interpret, modify and update local continuing resources cataloging practices and policies, unit policies, procedures, and workflows in order to prolong the life of university assets.

Coordinate interdepartmental/ unit workflow, address problems, and modify procedures.

Create and edit complex bibliographic records for all formats.

Perform original cataloging for material entering the library, both physical and digital.

Create, edit, and transfer authority records in online system.

Perform complex database editing and maintenance activities on continuing resource records.

Oversee the maintenance of detailed holdings records for the library's serials holdings in OCLC.

Oversee the maintenance of continuing resource records for materials that are weeded from the collection.

Coordinate weeding activity and ensure that the materials are disposed of accordingly.

Supervise physical processing and ensure that they are routed accordingly.

Participate in formulating departmental and unit policies and communicating policies to others.

Answer questions, analyze problems, and address concerns from other library staff.

Identify and communicate new cataloging practices and up-to-date information.

Record statistics related to work activities and compile reports.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: national standards to the cataloging of continuing resources, local cataloging practices, policies, and procedures regarding library resources, cataloging theory and practice.

Skill in: Preparing descriptive information for cataloging records; written correspondence, communicating with others and supervision, evaluating and determining the best way to catalog, prioritizing work, PC usage and software, researching, foreign language.

Ability to: Read, interpret, understand & retain complex information, perform basic math, explain complex rules, policies and procedures, follow details, analyze, synthesize and organize information, work under pressure, work effectively with people, analyze and apply information.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements