



## **JOB DESCRIPTION**

**POSITION TITLE:** Associate Cataloging Librarian

**997931**

**CENTER/DEPARTMENT:** Technical Services/Alvin Sherman Library, Research, and Information Technology Center

**REPORTS TO:** Cataloging Librarian

**DATE:** March 2005

**PRIMARY PURPOSE:** Provides original and adaptive cataloging for library materials in a variety of print and special formats, including electronic resources, in English and other languages; establishes name and subject authorities; maintains and upgrades bibliographic, authority and holdings records in the NovaCat online catalog; participates in forming and reviewing cataloging policies and procedures; maintains an awareness of electronic resources cataloging and access issues. Cataloging is performed according to AACR2r, LCSH, and LC classification standards in an online environment. Dewey, ANSCR and other special classification systems are used in the Popular Collections in the library.

### **ESSENTIAL JOB FUNCTIONS:**

1. Hires, trains, and supervises student personnel in processing library materials. Trains and supervises students in appropriate book repair techniques. Trains and supervises staff in the use of acceptable preservation techniques.
2. Library expert in cataloging serials, including periodicals, standing orders, microforms, and electronic resources. Updates OCLC Union List and maintains current knowledge of cataloging metadata, including Dublin Core.
3. Provides original and adaptive cataloging for library materials in a variety of print and special formats. May provides original and adaptive cataloging for Public Library media including CD's, DVD's, videos and software.
4. Manages the authority control process which standardizes name, subject, series, and uniform title headings. These records allow staff to maintain consistent headings in the catalog and generate cross references that aid in searching the catalog.
5. System Administrator for the Connexion module of WorldCat. Maintains current knowledge as upgrades are implemented. Responsible for all training.
6. Maintains and upgrades bibliographic, authority, and holdings records in NovaCat, and creates bibliographic records not found in WORLDCAT databases for inclusion in NovaCat, resolving conflicts and working with other catalogers as needed.
7. Determines appropriate guidelines in applying rules of AACR2, LCSH, LC Classification standards, Dewey classification, and any other special classification used by the NSU libraries.
8. Keeps up-to-date with library policies, and works cooperatively with Cataloging Librarian, other catalogers, and other library departments to resolve conflicts in the procedures
9. Maintains the Union List of Serials for Nova Southeastern University Libraries. Revises serial records to show changes in titles and holdings.

10. Recatalogs, correcting errors and withdrawing materials as needed.
11. Oversee record loads. Downloads vendor records into NovaCat, making sure they are integrated into the catalog with no errors or conflicts with existing records.
12. Serves on various library committees and provides recommendations for improvement and streamlining of library services.

**ADDITIONAL JOB FUNCTIONS:**

1. Oversees special projects and statistical reports and surveys as needed or assigned.
2. Attends library-related functions; serve on SEFLIN committees as needed.
3. Maintains professional status by reading and attending workshops
4. Other duties as assigned by supervisor.

**MINIMUM REQUIREMENTS:**

1. Masters of Library Science degree from an ALA accredited school.
2. Minimum one year of professional cataloging experience.
3. Thorough knowledge of AACR2, and Library of Congress standards in classification and subject headings.
4. Ability to work cooperatively and effectively with flexibility in a diverse team environment.
5. Ability to communicate, analyze and synthesize data and provide creative and workable solutions to cataloging problems.
6. Comfortable working in a rapidly changing technological environment, with demonstrated computer skills.

**PREFERRED REQUIREMENTS:**

1. Knowledge of and experience using Innovative Interfaces system.
2. Knowledge of preservation and book repair techniques.

**SALARY:**

\$38,710-\$43,760

**INSTRUCTIONS FOR APPLYING:**

Applicants must apply online at [www.nsujobs.com](http://www.nsujobs.com). Search Posting for position number 997931.

**FURTHER INFORMATION:**

Applicants should feel free to contact Susi Seiler or Kathleen Dunleavy if they have any questions about the position. Susi and Kathleen are attending the IUG 2005 Conference, and will be staying at the San Francisco Hilton.