

Library System of Lancaster County Cataloger

Job Summary: Performs original and copy cataloging and classification of library resources, in a variety of formats, using online databases in accordance with current international and local cataloging standards. This includes the creation, maintenance, and enhancement of metadata in an integrated library system.

Qualifications:

- High school diploma or equivalent required; BA/MLS a plus.
- Minimum one year of cataloging experience in a public library setting preferred.

Salary: Low to mid 30s, plus fulltime benefits

Essential Functions:

- Performs derived, original, and copy cataloging with adherence to standard cataloging documentation and procedures, including assigning call numbers using DDC according to established policies, and creating items.
- Works collaboratively with other catalogers and member libraries to make resources discoverable and usable; contributes to planning and implementing cataloging activities.
- Stays current in the areas of cataloging, database maintenance, authority control and ILS functionality.
- Performs routine and special project maintenance activities and reports.
- Provides training in linking/item record creation for member library staff.

Required Competencies (Knowledge, Skills and Abilities):

- Ability to communicate effectively in English (written/oral).
- Knowledge of standard cataloging documentation and procedures.
- Ability to maintain a consistent standard of cataloging quality and output.
- Familiarity with Windows and Microsoft Suite.
- Ability to sit for extended periods.
- Ability to lift 30 lbs.; unpack, shelve, and shift large quantities of library materials.
- Ability to push and pull carts weighing up to 75 lbs.

Personal attributes and traits:

- Ability to work independently and productively as well as collaboratively.
- Ability to adapt quickly to new standards and technologies; think critically in analyzing problems and developing solutions.
- Exhibits self-motivation with the ability to prioritize, meet deadlines, and manage changing priorities.
- Ability to make decisions independently within the framework of departmental and organizational policies and goals
- Strong organizational skills and high attention to detail.