**LAKELAND LIBRARY COOPERATIVE
CATALOGING SERVICES
SPECIALIST
JOB DESCRIPTION
September 2021**

JOB SUMMARY

Provides original and copy cataloging at the professional level. This full-time position reports to the Cataloging Services Manager. The hiring salary range for this position is between $23.00 and $26.00 per hour for a 40 hour work week. A generous benefits package is available including health, dental and vision insurance, MERS and other retirement options, 8 holidays, 5 personal days, 12 sick days and 2 weeks vacation.   This position can be a hybrid position with most of the work being done remotely once it is determined that training and managing the daily workload have been successful. The individual will need to come in to the Grand Rapids office on a regularly determined schedule. Please send a resume, detailed cover letter and the name and contact information for three references to Jeff@llcoop.org by November 10th, 2021.

DUTIES/RESPONSIBILITIES (Illustrative not exhaustive)

- Provides uniformly consistent, respectful, and friendly service to LLC members, staff and visitors.
- Understands and complies with organizational policies and procedures while safeguarding confidential and restricted information.
- Responsible for both original and copy cataloging of all variety of library materials and formats including digital formats and special collections.
- Uses information supplied by member libraries to verify the selection and cataloging of appropriate MARC bibliographic records for print and non-print materials for inclusion in the local database, using national and local practice guidelines.
- Edits MARC bibliographic records according to national and local practice guidelines and transfers information to the local system.
- For records not found, original cataloging will be performed.
- Consults authority files, both local and national, to determine appropriate headings for names, subjects and series titles.
- Creates and maintains the local bibliographic database, including detection and elimination of duplicate records, monographs that should be attached to a serial record and correction of errors.
- Verifies that records are successfully transferred to the local system.
- Performs other bibliographic database maintenance tasks as directed.
- Sorts, tallies, and routes to the proper staff member all cataloging requests and materials received via email and delivery.
- Prepares monthly reports.
- Communicates with member libraries regarding the status of a request, or to request additional information on a specific item to be cataloged.
- Monitors routine cataloging workflow and reports significant changes to supervisor.
- Handles inquiries from member libraries regarding records on the local database.
- Performs related duties as assigned.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS
- Ability to work effectively with others.
- Ability to exercise judgment in analyzing and solving problems.
- Ability to set priorities, make independent decisions, and exercise discretion with vendors, members and office staff.
- Ability to manage multiple tasks and adhere to deadlines.
- Attention to detail, with a commitment to accuracy in all work products.
- Strong written and oral communication skills, including gathering, analyzing and presenting accurate written records, as well as clear and concise oral reports.
- Ability to learn the organization and operation of a library cooperative
- Knowledge of, and ability to use, PCs and a variety of hardware/software applications.
- Ability to use a variety of office equipment.
- Ability to lift boxes of paper, files and other office supplies weighing a maximum of 30 pounds on a daily basis to waist-high level.
- Manual dexterity and ability to sit and operate a computer at a high level of proficiency for extended periods.
- Ability to work extra hours occasionally, if needed.
- Able to travel to member libraries, meetings and conferences with occasional overnight travel.
- Ability to work well under pressure
- Ability to work independently
- Ability to input detailed data with speed and accuracy
- Ability to operate a computer keyboard
- Ability to read small print

QUALIFICATIONS
- MLS from an ALA accredited institution
- Cataloging experience, including the use of cataloging vendor software (SkyRiver highly desirable)
- Ability to work with details and coordinate a variety of activities
- Knowledge of, or ability to learn, AACR2 Cataloging standards, RDA and MARC Format
- Ability to perform thorough and accurate searches on bibliographic databases
- Ability to understand authority control
- Knowledge of, or ability to learn, automation system software (ex. Innovative/Sierra)
- A minimum of 3 years library experience with at least 2 year's experience in a library environment as a copy cataloger with original cataloging experience too.
- Advanced working knowledge Microsoft Office Suite (with an emphasis on Excel)