



**Mansfield/Richland County  
Public Library**

## VACANCY POSTING

& JOB DESCRIPTION

Cataloging Librarian

**APPLY ONLINE** at [www.mrcpl.org/jobs](http://www.mrcpl.org/jobs) or at any MRCPL location.

*Please submit cover letter and current resume with application.*

**Applications will be accepted until 5:00 p.m. on Wednesday, January 26, 2022.**

<b>Reports to:</b>	Collection Resources Coordinator	<b>FLSA Status:</b>	Non-exempt
<b>Pay Grade:</b>	24: \$22.02/hr to start	<b>Location:</b>	Main Library

**This is a 40 hour per week position.**

**Positions Supervised:** None

**POSITION SUMMARY:** Under the supervision of the Collection Resources Coordinator, the Cataloging Librarian is responsible for original and copy cataloging of print and non-print materials.

### QUALIFICATIONS:

1. MLS or MLIS from ALA-accredited university is required. Consideration will be given to candidates actively enrolled in the MLS/MLIS program with proof of current enrollment.
2. Previous cataloging experience is required.
3. Knowledge of AACR2, RDA and MARC formats, linked data, authority control and Dewey Decimal classification
4. Cataloging experience with OCLC Connexion and the Sierra integrated library system by Innovative Interfaces, Inc. is preferred.
5. Knowledge and understanding of ISBD Punctuation standards
6. Ability to understand and utilize authority control
7. Ability to work with details and coordinate a variety of activities
8. Advanced computer skills using Microsoft Office, GSuite, internet and email
9. Ability to read, write, speak and understand English
10. Must be experienced and comfortable working alone and in a team environment
11. Experience working with a wide variety of professional reference, research, and reader's advisory tools, publications, and resources.
12. Knowledge of current trends in public library resources, services, and programming.

13. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours
14. Physical requirements: Engage in extended periods of sitting, typing and viewing computer monitors, twisting/turning and stretching to shelve and retrieve materials from book trucks. Engage in intermittent periods of climbing stairs, standing, walking, bending, stooping, kneeling, lifting and carrying equipment and materials occasionally weighing 40 – 60 pounds and pushing loaded book trucks weighing 75 - 100 pounds or more on tile or carpet. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment.
15. Favorable results of pre-employment background check.
16. Reliable transportation in order to meet work requirements.
17. Required at time of hire: proof of eligibility to work in the United States.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Library policies, procedures and operations, including emergency response (acquired after hire)
2. Knowledge of safe work practices and safe lifting techniques (acquired after hire)
3. Knowledge of the Library's collection (acquired after hire)
4. Ability to work effectively with others
5. Advanced knowledge of Dewey Decimal System, alphabetization principles and complex number-building
6. Ability to learn and develop proficiency with Library's software programs
7. Knowledge and understanding of standard bibliographic sources, bibliographic form, online cataloging databases and verification tools
8. Knowledge of Library of Congress subject headings and genre/form terms
9. Ability to create original bibliographic records in all MARC formats
10. Ability to exercise judgement in analyzing and solving problems
11. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
12. Ability to speak publicly to audiences of varying size and demographics
13. Ability to actively listen and communicate clearly with diverse customer base
14. Ability to understand and follow specific instructions
15. Ability to work independently in the absence of close supervision
16. Ability to prioritize work and efficiently carry out assigned tasks and projects
17. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested
18. Excellent organizational skills and ability to remain mentally alert, focusing attention on detail and accuracy
19. Skill in exhibiting an attitude of professionalism, including tact, good judgement, dependability and courtesy

**ESSENTIAL CORE COMPETENCIES**

*All MRCPL employees are expected to continuously demonstrate the following:*

1. Basic computer skills with demonstrable ability to use applications in Windows environment including Microsoft Office products, internet use and email
2. Ability to efficiently, effectively and positively meet the library needs of internal and external customers
3. Ability to use good judgement and common sense when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public
4. Ability to communicate effectively, both orally and in writing
5. Ability to adapt and adjust to changing situations
6. Ability to troubleshoot and correct basic technology problems
7. Awareness of community events, resources, attractions and demographics
8. Understanding of Library policies and applicable local, state and federal laws and the ability to communicate this information to staff and customers and ensure the Library's compliance
9. Knowledge of and ability to use the content of the Library's website, online catalog and Integrated Library System
10. Awareness of the attributes and library needs of particular customer groups and the ability to apply that knowledge through materials, services and programming
11. Understand and support the Library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual (Intellectual Freedom)
12. Ability to identify and prioritize work needs
13. Ability to establish and maintain effective working relationships with supervisor and other staff members and work collaboratively with others to achieve organizational goals and objectives
14. Knowledge of and compliance with the Ohio Ethics Law and the Code of Ethics and values of the Library
15. Ability to promote and support the fundamental purpose of the public library, its mission, vision, culture and structure

**ESSENTIAL TASKS AND RESPONSIBILITIES:**

*Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.*

1. Consistently provide superior customer service.
2. Handle multiple interruptions at once, sustaining productivity and accuracy.
3. Exhibit professional, courteous and approachable demeanor at all times.
4. Deal quickly and appropriately with emergency situations in accordance with library policies and procedures.
5. Manage multiple tasks and meet deadlines.
6. Create original MARC records, copy catalog, edit, export and import bibliographic records in all formats using OCLC Connexion and the Sierra integrated library system.
7. Identify and correct incomplete/incorrect records and upgrade records according to cataloging rules and standards including authority control.
8. Communicate effectively with other departments and locations, explaining the Library's cataloging practices and national cataloging standards.

9. Work at the Public Service desk as needed, and professionally and non-judgmentally provide quick and accurate answers, using appropriate reference techniques
10. Directly assist and instruct customers in using library online resources upon request either in person or over the phone when working at Public Service Desk.
11. Assist in the use of computer reservation and print release software in accordance with library policy and procedure when working at Public Service Desk.
12. Deal tactfully and professionally with unhappy customers, resolving the customer's issues while explaining and adhering to Library policy.
13. Locate and process materials to fulfill customer requests.
14. Track and maintain statistical data within your area of responsibility or as requested by supervisor.
15. Maintain a current awareness of system wide library programs, resources, and services in order to recommend to customers as appropriate.
16. Identify and make recommendations for improvements to operations and streamlined work processes.
17. Represent the Library publicly at meetings and other activities, as directed.
18. Maintain regular and predictable attendance, working days, evenings and weekends to meet the needs of the department.
19. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months of on-the-job experience and training.

**ADDITIONAL TASKS AND RESPONSIBILITIES:**

*Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.*

1. Adhere to, support and effectively implement Administration and Board policy, procedures and core values.
2. Assist in the training of new staff and department volunteers.
3. Assist with special projects as assigned by supervisor.
4. Engage actively in professional development and monitor changes in the profession through meetings, professional association membership and activities and professional reading, bringing ideas and suggestions to the attention of the supervisor.
5. Work Sunday rotation when scheduled.
6. Perform opening and closing procedures for the Technical Services department.
7. Attend meetings as scheduled by the Collection Resources Coordinator.
8. Communicate regularly with supervisor.
9. Clean up bodily fluids as necessary following MRCPL procedures.
10. Attend Staff Development Day, and additional workshops and seminars as assigned.
11. Perform additional tasks as required by the upward chain of command, which moves from the Cataloging Librarian to the Collection Resources Coordinator to the Director.