



**Mansfield/Richland County  
Public Library**

## **Vacancy Posting & JOB DESCRIPTION**

### **Cataloging Clerk**

**Applications will be accepted until 5:00 p.m. on Wednesday, May 1, 2024.**

Complete an online application on our website: [www.mrcpl.org/about/employment](http://www.mrcpl.org/about/employment)

Application forms are also available and accepted at all MRCPL locations.

**This is a 20 hour per week position.**

<b>Reports to:</b>	Collection Resources Coordinator	<b>FLSA Status:</b>	Non-exempt
<b>Pay Grade:</b>	11; \$13.79/hr to start	<b>Location:</b>	Main Library

**Positions Supervised:** None

**POSITION SUMMARY:** Under direct supervision of the Collection Resources Coordinator, the Cataloging Clerk performs a variety of tasks related to the cataloging of new materials according to specific needs and established procedures of the department, ensuring that new materials are made available in a timely manner.

#### **QUALIFICATIONS:**

1. High school diploma or equivalent
2. Clerical work experience, with knowledge of general office practices and experience using basic office equipment preferred
3. Experience working both independently and in a team environment
4. Basic computer skills and ability to use Microsoft Office, internet and email
5. Ability to read, write, speak and understand English
6. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours
7. Physical requirements: Engage in extended periods of sitting, typing and viewing computer monitor. Engage in intermittent periods of standing, walking, bending, stooping, kneeling, twisting/turning and stretching to shelve and retrieve materials from carts, 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.
8. Favorable results of pre-employment background check.
9. Reliable transportation in order to meet work requirements.
10. Required at time of hire: proof of eligibility to work in the United States.

## KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Library and departmental 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 Dewey Decimal system (acquired after hire)
4. Knowledge of and ability to use basic Machine Readable Cataloging (MARC) record format (acquired after hire)
5. Ability to analyze and solve problems
6. Ability to sort, file and read numbers and letters alphabetically and numerically
7. Ability to use a variety of general office equipment and machinery
8. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
9. Ability to actively listen and communicate clearly
10. Ability to understand and follow specific instructions, both verbal and written
11. Ability to work independently in the absence of close supervision
12. Ability to prioritize work and efficiently carry out assigned tasks and projects
13. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested
14. Ability to remain mentally alert, focusing attention on detail and accuracy
15. Skill in exhibiting an attitude of professionalism including tact, good judgment, 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 judgment 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 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. Exhibit professional, courteous and approachable demeanor at all times.
3. Handle multiple interruptions at once, sustaining productivity and accuracy.
4. Maintain confidentiality of customer records in accordance with Library policy and Ohio law.
5. Follow departmental procedures and address issues related to them.
6. Match new materials, by title, with existing bibliographic records in the ILS cataloging module and assign relevant information to each copy.
7. Enter brief title information in MARC format for non-cataloged items and link barcodes to titles entered.
8. Sort accurately by alphabetical and Dewey Decimal order.
9. Make minor changes in MARC records as the situation dictates.
10. Proofread bibliographic records and perform minor troubleshooting with materials including re-barcoding, relabeling, etc.
11. Consult with Cataloging Librarians or other appropriate Technical Service staff for assistance with linking and processing questions.
12. Print spine labels, identify accurate genre labels and apply to items.
13. Maintain regular and predictable attendance.
14. 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. Check prepared materials for accuracy.
3. Assist with physical processing of print and audiovisual materials as needed.

4. Assist with special projects as needed.
5. Provide basic directional assistance to customers.
6. Occasionally assist with staff training.
7. Attend meetings as scheduled by the Collection Resources Coordinator.
8. Attend Staff Development Day, and additional workshops and seminars as assigned.
9. Perform additional tasks as required by the upward chain of command, which moves from the Cataloging Clerk to the Collection Resources Coordinator to the Director.