Mansfield/Richland County Public Library

VACANCY POSTING

& JOB DESCRIPTION

Cataloging Associate

Applications will be accepted until 5:00 p.m. on Tuesday, November 10, 2026.
Please include letter of interest and current resume with submitted application.
Submit an application online at www.mrcpl.org/about/employment, or at any MRCPL location

This is a 40 hour per week position.

Reports to:	Collection Resources Coordinator	**FLSA Status:**	Non-exempt
Pay Grade:	17; $17.75/hr to start	**Location:**	Main Library

Positions Supervised: None

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

QUALIFICATIONS:

1. Bachelor's degree in a related field is preferred, or equivalent of 10 or more years of relevant work experience in a public library.
2. Previous cataloging experience is helpful but not required.
3. Ability to work with details and coordinate a variety of activities
4. Advanced computer skills using Microsoft Office, GSuite, internet and email
5. Ability to read, write, speak and understand English
6. Must be experienced and comfortable working alone and in a team environment
7. Experience working with a wide variety of professional reference, research, and reader's advisory tools, publications, and resources.
8. Knowledge of current trends in public library resources, services, and programming.
9. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours
10. 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.
11. Favorable results of pre-employment background check.
12. Reliable transportation in order to meet work requirements.
13. 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. Advanced knowledge of Dewey Decimal System, alphabetization principles and complex number-building (acquired after hire)
5. Knowledge of AACR2, RDA and MARC formats, linked data, authority control and Dewey Decimal classification (acquired after hire)
6. Knowledge of Cataloging with OCLC Connexion and the Koha integrated library system (acquired after hire)
7. Knowledge and understanding of ISBD Punctuation standards (acquired after hire)
8. Ability to understand and utilize authority control (acquired after hire)
9. Knowledge and understanding of standard bibliographic sources, bibliographic form, online cataloging databases and verification tools (acquired after hire)
10. Knowledge of Library of Congress subject headings and genre/form terms (acquired after hire)
11. Ability to learn and develop proficiency with Library's software programs
12. Ability to exercise judgement in analyzing and solving problems
13. Ability to work effectively with others.
14. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
15. Ability to actively listen and communicate clearly with diverse customer base
16. Ability to understand and follow specific instructions
17. Ability to work independently in the absence of close supervision
18. Ability to prioritize work and efficiently carry out assigned tasks and projects
19. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested
20. Excellent organizational skills and ability to remain mentally alert, focusing attention on detail and accuracy
21. Skill in exhibiting an attitude of professionalism, including tact, good judgement, dependability and courtesy

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. Copy catalog, edit, and import bibliographic records in all formats using OCLC Connexion and the Koha 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 2-3 times each quarter, and professionally and non-judgmentally provide quick and accurate answers, using appropriate reference techniques

10. Using good judgement and common sense, deal tactfully and professionally with customers to resolve issues, based on Library policies and procedures, to the best interest of the Library, staff and public.
11. Locate and process materials to fulfill customer requests.
12. Track and maintain statistical data within your area of responsibility or as requested by supervisor.
13. Maintain a current awareness of system wide library programs, resources, and services in order to recommend to customers as appropriate.
14. Identify and make recommendations for improvements to operations and streamlined work processes.
15. Represent the Library publicly at meetings and other activities, as directed.
16. Successfully complete online Cataloging training program within the first 6 months of employment.
17. Maintain regular and predictable attendance, working days, evenings and weekends to meet the needs of the department.
18. 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 Associate to the Collection Resources Coordinator to the Director.