

ANDOVER PUBLIC LIBRARY

Job Description

Job Title: Cataloging Coordinator	FLSA Status: Non-Exempt / Hourly
Reports to: Director	Hours: Part time @ 22 hr/week
Benefits: Insurance, OPERS	Wage: \$9.00/hour

The cataloging coordinator is primarily responsible for adding materials to the catalog at Andover Public Library. Also provides frontline customer support, information and reference services. Assists with adult collection management. Work is performed under the direct supervision of the library director with flexibility allowed for carrying out the details of the work.

ESSENTIAL JOB FUNCTIONS

- Manage library materials lifecycles
 - a. Add new library materials to the catalog
 - b. Cover materials and add appropriate stickers
 - c. Print and affix spine labels
 - d. Track new materials and remove the no-hold designation when appropriate
 - e. Determine end-of-life for materials, pull them from the shelves and delete from catalog
- Maintain inventory of cataloging supplies and order when necessary
- Help evaluate and purchase memorial books
- Replace damaged audio and video cases
- Re-cover books when necessary
- Reconcile cash drawer
- Help with interlibrary loans - locating, packaging and receiving materials
- Select and order library materials
- Work with a budget and monitors material purchase expenses
- Maintain up-to-date knowledge and skills related to cataloging services through professional reading, attendance at continuing education workshops and conferences, staff meetings and staff development activities
- Answer and assist patrons with difficult and complex reference questions, databases, and reader's advisory questions
- Assist and instruct patrons in use of library materials and the online catalog.
- Prepare library for opening and closing
- Uphold the library's mission and, at all times, imparts a positive impression of the library
- Other duties as required

The normal work schedule requires some evening and weekend hours.

QUALIFICATIONS

Knowledge / Skills / Abilities / Personal Characteristics

- Accurately type detailed records
- Consistently apply policies and practices
- Display Initiative, enthusiasm, energy, and imagination to perform job functions with a minimum of direction
- Ability to identify, organize/prioritize and coordinate own work
- A clear understanding of the public service mission of the library
- Knowledge of the principles and practices of professional library work
- Ability to meet and serve the public
- Excellent customer service and communication skills
- Understanding of the aims and services of the Library
- Knowledge of basic reference sources and research techniques. Knowledge of database and online reference sources
- Demonstrated creativity and ability to communicate complex ideas effectively
- Demonstrated interpersonal skills, including the ability to communicate and work effectively with others, including all types and ages of people
- Flexibility to handle changing priorities and to shift smoothly to different tasks
- Ability to adapt to new technology and develop creative solutions to challenges
- Work independently or in a team environment
- Ability to work on multiple projects simultaneously in a busy library setting, subject to moderate noise with frequent interruptions and distractions
- Familiar with the use of modern technology such as desktops, laptops and tablets and have a basic proficiency level in Microsoft Office
- Successfully complete a background check

Education, Training and/or Experience

- Some college with library science coursework preferred.
- Previous library experience preferred
- Prefer experience with the CLEVNET integrated library system (ILS)

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text and visual materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer. Must also have enough finer motor skills to be able to accurately place stickers and book covers.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Andover Public Library.