

The University of Akron
Classification Specification

Job Title:	Library Cataloging Specialist	Job Code:	80605
Job Function:	Staff	Grade:	117
Job Family:	Bargaining Unit	FLSA:	Non-exempt
SOC Description:	Information Technology Division	Date:	2/5/14

Job Summary:

Catalog and provide accessible bibliographical records to our local database which will enable the general public to perform research or search for an item held in our libraries.

Essential Functions:

50-70% Perform original cataloging using established rules and procedures (e.g. provides bibliographic description, Dewey classification numbers, LC subject headings, etc.) for serials, non-serials, non-book material, monographs, government documents and manuscripts. Download the record into Millennium.

10% Search for, identify, check, add and update name, series and subject authority records for materials and downloads record into Millennium. Create cross-references as needed and corrections for references in authority records.

10% Maintain database and corrects and/or makes changes to bibliographic records. Maintain daily statistic sheet of items cataloged.

10% Perform rush cataloging of materials as needed.

5% Maintain cataloging knowledge. Answer questions and explain cataloging procedures as needed.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum on 1 year experience in cataloging using AACR2 cataloging standards. Knowledge of OCLC protocols and local integrated library systems required. Computer skills including databases, word processing, spreadsheets and internet usage as it applies to the library required. Strong spelling, detail oriented, proofreading and memory skills required. Procedural skill as they relate to different subject matters required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.