

University of Houston – Clear Lake

Position Description

Job Title: **Catalog Librarian**

Job Code: **2924**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	MLS degree from an ALA accredited school	
Experience	Four years cataloging experience using AACR2 in an automated environment	Experience with or training in the use of bibliographic utilities. Experience with or training in the use of OCLC Connexion and Innovative Millennium ILS. Reading knowledge of one or more foreign languages.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The person in this position provides cataloging, classification, and subject analysis for books, serials, electronic media, etc. The cataloger directs or provides maintenance for all MARC bibliographic and item level records. All activities take place in an online environment. This person also trains and supervises cataloging paraprofessionals, oversees their work, and monitors the workflow. Training takes place in an online environment, most often on a one-on-one basis. This person also participates in collection development and University shared governance activities.

Duties and responsibilities	% Time
Locates and edits available MARC records for materials using OCLC (Online Computer Library Center) network. Trains technical services staff in the use of the cataloging module of the automated library system, the OCLC network, and the documentation used by each system, in the use of various printed and electronic tools to aid in the cataloging of materials. Supervises the work of each cataloger and coaches him/her as needed. Participates in cataloging team activities.	35
Identifies and resolves bibliographic records including descriptive cataloging, classification, and subject analysis using MARC format.	20
Monitors national information services, listservs, etc. for changes in national cataloging practices and modifies procedures to changes. Shares knowledge of changes with staff. Directly supervises the work of one copy cataloger, assigning tasks, signing timesheets, etc. Performs the following collection development duties: Selects new materials for the collection; evaluates and removes outdated or worn materials from the collection; sends materials to the Bindery Clerk or orders replacements when the need arises. Performs the following collection development duties: Selects new materials for the collection; evaluates and removes outdated or worn materials from the collection; sends materials to the Bindery Clerk or orders replacements when the need arises.	15
Creates original bibliographic records including descriptive cataloging, classification, and subject analysis using MARC format.	10

Monitors the workflow of the cataloging team (and others in the technical services department as the need arises). Supervises and assists technical services staff with problems relating to MARC records, book processing, etc.	10
Serves on Library and University committees and sub-committees as well as external library community committees and sub-committees. Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.