

# Oshkosh Public Library Position Description

**Position:** Copy Cataloger  
**Classification:** Library Assistant II  
**Department:** Cataloging and Processing  
**Date:** July 2020

**GENERAL PURPOSE**

The copy cataloger will import and maintain the bibliographic records in the Winnefox Library System integrated library system (ILS) software. Create item records, catalog & classify materials for the library. Assist with maintenance of the library materials collection by withdrawal and relocation of library materials.

**Supervisor** Head of Cataloging and Processing  
**Salary Matrix Level** C

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duty / Responsibility	Performance Standards
<b>Cataloging</b>	
<ul style="list-style-type: none"> <li>Run weekly reports to identify short/brief bibliographic records added by member-libraries. Search the ILS and OCLC Connexion to find the appropriate full bibliographic records for items added to the database.</li> </ul>	<ul style="list-style-type: none"> <li>Most short records are overlaid with full bibliographic records within 2 weeks. Only short records not found on OCLC remain to be searched for again or forwarded for original cataloging.</li> </ul>
<ul style="list-style-type: none"> <li>Edit all new bibliographic records to local specifications for all formats to meet cataloging standards.</li> </ul>	<ul style="list-style-type: none"> <li>All short records that are overlaid are cataloged within a week of input if in hand and contain accurate editing for the various formats. Short records of materials that are not in hand are cataloged as soon as possible after having been received at the library.</li> </ul>
<ul style="list-style-type: none"> <li>Perform authority control using records downloaded from OCLC into the database to maintain standardization of access points.</li> </ul>	<ul style="list-style-type: none"> <li>Standardized headings are in the ILS for all new materials cataloged. Appropriate names and subject headings have been assigned to the record.</li> </ul>
<ul style="list-style-type: none"> <li>Select Dewey Decimal numbers (if pertinent) and Cutter numbers to assign to the item. Use WebDewey to find or build appropriate Dewey numbers.</li> </ul>	<ul style="list-style-type: none"> <li>The correct call numbers are assigned to materials to be found in the appropriate location of the library.</li> </ul>

<ul style="list-style-type: none"> <li>• Create item records and barcode items. Determine appropriate location in collection and assign the appropriate holding code. Create spine labels for items (if needed).</li> </ul>	<ul style="list-style-type: none"> <li>• Item records are correctly coded for materials to be found in the appropriate location of the library. Spine labels have accurate information.</li> </ul>
<ul style="list-style-type: none"> <li>• Continually provide database maintenance for bibliographic records so they have accurate information, series titles, subject headings, call numbers, etc. When appropriate merge bibliographic records or transfer item records in the ILS to avoid duplicate records. Delete item and bibliographic records as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Records appear accurately in the ILS and can be found by appropriate access points. Items are found attached to the appropriate bibliographical record.</li> </ul>
<ul style="list-style-type: none"> <li>• Annually, add new bibliographic records to the ILS for magazines owned by member libraries.</li> </ul>	<ul style="list-style-type: none"> <li>• Bibliographic records are in the ILS by the time the next year's magazines are received by member libraries.</li> </ul>
<b>Maintenance of library collection</b>	
<ul style="list-style-type: none"> <li>• Retrieve and withdraw materials from the collection based upon new editions and retention statements for titles. Withdraw materials identified by selectors.</li> </ul>	<ul style="list-style-type: none"> <li>• Books are withdrawn and sent either to the Used Book Store or discarded. Except when designated all previous editions of materials are removed.</li> </ul>
<ul style="list-style-type: none"> <li>• Use reports to identify materials to be moved from the new collection to the regular collection. Retrieve items and edit item records to reflect new location.</li> </ul>	<ul style="list-style-type: none"> <li>• New books collection contains only materials that have been added within the last year and Lucky Day collection contains only materials added with the last 7 months.</li> </ul>
<ul style="list-style-type: none"> <li>• Edit item records and request new labels for materials that have been determined to be incorrectly classified or are being moved to a different collection.</li> </ul>	<ul style="list-style-type: none"> <li>• Items are correctly classified and returned for circulation within two days.</li> </ul>
<b>Patron services</b>	
<ul style="list-style-type: none"> <li>• Use reports to identify items that have been "in-transit" between libraries longer than specified period. Mark these items as missing in the ILS.</li> </ul>	<ul style="list-style-type: none"> <li>• Items are marked missing for owning library to check the item's location.</li> </ul>
<ul style="list-style-type: none"> <li>• Use reports run daily to identify holds placed on library materials that are on-order to identify materials that are awaiting cataloging and "red flag" them for priority handling. For materials not yet received notify acquisitions assistant so materials will be given priority when they are received.</li> </ul>	<ul style="list-style-type: none"> <li>• Items are identified as being on hold and given priority handling in order to be made available to patrons as quickly as possible.</li> </ul>
<ul style="list-style-type: none"> <li>• Answer incoming requests from staff regarding the location or status of materials that are designated as "available soon."</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are notified of the approximate time an item will be made available for patrons.</li> </ul>
<b>Other duties</b>	
<ul style="list-style-type: none"> <li>• Check-in, stamp and put out newspapers for the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Local newspapers are available for the public by 9:30 am each day. Newspapers received via US Mail are available within 15 minutes of</li> </ul>

	delivery of mail.
<ul style="list-style-type: none"> <li>Support acquisitions assistant in the processing of magazines when needed. Check in, barcode, and add item records for new issues in the database.</li> </ul>	<ul style="list-style-type: none"> <li>Magazines are ready to be processed by the pages in a timely manner when the acquisitions assistant is not available.</li> </ul>
<ul style="list-style-type: none"> <li>Answer department phone. Answer delivery door phone, find employees for service people or sign for deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>Positive response to all department calls with library employees and service people.</li> </ul>
<ul style="list-style-type: none"> <li>Sort daily mail delivery</li> </ul>	<ul style="list-style-type: none"> <li>Mail is distributed to appropriate staff</li> </ul>

### **KNOWLEDGE, SKILLS AND ABILITIES**

Effective customer service and interpersonal skills.

Detail-oriented with a focused attention to accuracy to meet cataloging and local database standards.

Ability to prioritize, organize and coordinate own workflow.

Ability to demonstrate proficiency and consistency in the cataloging and classification of library materials with correct spelling and punctuation.

Knowledge of or ability to learn MARC codes, indicators, and subfields involved in cataloging.

Computer skills including experience with an integrated library system, OCLC Connexion, WebDewey, word processing software, email, & Internet navigation. Knowledge of using an integrated library system and searching OCLC Connexion is desirable.

Ability to adapt to change; willingness to learn new ways of doing things, including new technologies.

Willingness to collaborate as a team to reach the best outcomes for the library system.

### **REQUIRED EDUCATION AND/OR EXPERIENCE**

High school diploma or equivalent required; some college education preferred; cataloging or library work experience desirable.

### **TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software including computer workstation, photocopier, telephone, postage meter and printers.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Position requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is moderate. Most work is indoors.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.

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