MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: November 21, 1989

TITLE: Library Specialist I REVIEWED/REVISED: 2/20/08, 2/8/13

SECTION: Technical Services

SUMMARY

Under general supervision of the section supervisor, performs cataloging and acquisitions functions. This employee applies standard library methods and procedures requiring some independent judgment. Areas of responsibility include bibliographic searching, classification, database management, periodicals subscriptions, and MPL Foundation materials. Also provides circulation services to library patrons and may provide reference services.

DUTIES/EXAMPLES OF WORK

CATALOGING AND CLASSIFYING MATERIALS (40-55%)

1. Searches the library database and/or other databases including but not limited to OCLC to find cataloging copy for library materials in any format.
2. Assigns collection, and/or Dewey classifications.
3. Makes adjustments to records in accordance with standard cataloging policies and procedures and loads records into the library catalog.
4. Creates or edits ~~holdings~~ item records and assigns barcodes.
5. Re-catalogs materials as needed.
6. Adds duplicate copies to database records.
7. Maintains accurate records of additions, recats and withdrawals.

PROVIDES CATALOG MAINTENANCE (10-15%)

1. Resolves routine bibliographic and/or ~~holdings~~ item record problems.
2. Withdraws materials weeded from the collection or lost/damaged in circulation.
3. Deletes ~~holdings~~ item and bibliographic records from library catalog.
4. Searches and deletes holdings from OCLC.

ORDERING LIBRARY MATERIALS (10-20%)

1. Creates orders for the selectors’ chosen materials in the automated system.
2. Verifies order accuracy and obtains order approval.
3. Places orders for materials using the appropriate electronic ordering software, the Internet or direct ordering.
4. Adds to the vendor file in the automated system by creating records and codes for each supplier.
5. Receives orders and verifies items and prices.
6. Builds invoices in the automated system to match the paper copies and authorizes them for payment.
7. Resolves shipping and invoice problems with vendors and/or the Business Office.
8. Returns damaged items for replacement or credit.
9. Receives and approves receipt of materials from outside delivery services for Technical Services and other Sections.

PERFORMS CIRCULATION SERVICES (10-15%)

1. Checks out materials for patrons.
2. Verifies registration information, fines and other charges.
3. Sets up computers and materials for transactions.
4. Collects fines and other charges.
5. Makes customers feel welcome.
6. Checks in designated materials as needed.
7. Scans/sensitizes returned materials and sorts for shelving.
8. Runs overdue, final bill and reserve notices and prepares for mail.
9. Answers and routes library telephone calls. Replies to calls concerning circulation questions.
10. Assists at circulation desk during busy periods and breaks.
11. Empties book drops and book bins as needed.
12. Shelves materials.

Provides direct public reference and information service to library patrons (0-25%)

1. Conducts face-to-face, telephone, e-mail or virtual reference interviews to establish precise information needs of library patrons.
2. Searches collection, including electronic resources & Internet for answers to these needs.
3. Performs readers’ advisory service for the public.
4. Assists patrons in obtaining materials through the interlibrary loan process when

materials are not found in our library; verifies all requests and determines location of holdings.

1. Helps maintain a safe and inviting atmosphere in the library conducive to library users.
2. Gathers, records, and maintains statistics related to library use.

OTHER (5%)

1. Performance of other related and assigned duties as required.

# KNOWLEDGE AND ABILITIES

1. Knowledge of the Dewey Decimal Classification System.
2. Considerable knowledge of library operations, services and materials.
3. Ability to direct the work of others.
4. Ability to work well and communicate effectively with the public, other staff and vendors.
5. Ability to learn and utilize proper operating techniques for library equipment.
6. Keyboard and filing ability.
7. Working knowledge of English grammar and spelling.
8. Ability to gather statistics and analyze information.
9. Ability to use computer and computer software, manage computerized files, search databases and Internet.
10. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education.

# PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping
2. Climbing: ascending and descending short footstool
3. Bending/twisting and reaching.
4. Talking and hearing; use of telephone.
5. Far vision at 20 feet or farther, and near vision at 20 inches or less.
6. Lifting, carrying: 50 pounds or less.
7. Handling: processing, picking up and shelving books.
8. Fingering: typing, writing, filing, sorting, shelving and processing.
9. Pushing, pulling: objects weighing 60 – 80 pounds on wheels.
10. Mobility: travel to meetings outside library.

# MENTAL REQUIREMENTS

1. Analytical Skills: Identify problems and opportunities; review possible alternative

courses of action before selecting one; utilize information, resources available when

making decisions.

2. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend

actions designed to prevent problems from occurring; refer problems to supervisor

when necessary.

3. Communication Skills: Effectively communicates ideas and information both in

written and oral form.

4. Reading Ability: Effectively read and understand information contained in

memorandums, reports and bulletins, etc.

5. Creative Decision-Making: Effectively evaluate or make independent decisions based

upon experience, knowledge or training, without supervision.

6. Ability to Comprehend and Follow Instructions: To follow instructions from

Supervisor, verbally and in written form.

7. Mathematical Ability: Calculate basic arithmetic problems, (addition, subtraction,

multiplication and division) without the aid of a calculator.

8. Time Management: Set priorities in order to meet assignment deadlines.

# ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.

2. Flexible work hours; frequent evening and weekend hours.

# EQUIPMENT USED

Computer, typewriter, copy machine, telephone, calculator, fax machine, cash register, microfilm/fiche reader/printers, audiovisual equipment, collection security system, book truck, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. Two or more years of college/technical school or equivalent combination of education and experience which provides the required knowledge, skills and abilities.
2. Prior clerical experience and/or completion of a standard High School course.
3. Computer skills required.
4. Course work or equivalent training in basic cataloging desirable.
5. Two or more years of library experience.