

Cataloging Assistant – LTE
Position Description

February, 2023

General Description

Under the supervision of the Technology Services Coordinator, and under the lead of the Technical Services Consultant, the Cataloging Assistant is responsible for bibliographic record cleanup, copy cataloging, and ongoing authority control.

Essential Functions

- I. Maintain authority control
 - a. Make changes to authority and bibliographic records based on Library of Congress updates and vendor reports.
 - b. Make any local authority control changes as needed.

- II. Cataloging
 - a. Perform OCLC copy cataloging for all formats as needed.
 - b. Provide MARC cataloging according to local standards as needed.

- III. Perform ongoing bibliographic record cleanup
 - a. Reconcile reports of duplicate records.
 - b. Perform other tasks and database cleanup projects as needed.

Qualifications

Minimum of a Bachelor's degree supplemented by training or experience in library technical services. Coursework toward or Masters degree in library science from an ALA accredited library school preferred. Training or experience in three or more of the following: MARC copy cataloging, OCLC searching and editing, MarcEdit, database cleanup, library authority control, database entry. Ability to perform tasks accurately with minimum supervision. Must be self-motivated. Excellent organizational, interpersonal, and communication skills. Reliability, ability to reason and think logically, and attention to detail are essential to this position. Work for this position will be conducted 100% remotely with a requirement that the employee is expected to have access to secure high speed internet. SCLS will provide a laptop.