

## POSITION DESCRIPTION

<b>OFFICIAL TITLE/</b>	Cataloging Librarian
<b>TITLE CODE</b>	0470
<b>WORKING TITLE</b>	Cataloging Librarian
<b>POSITION CODE</b>	83005
<b>APPOINTMENT STATUS</b>	Faculty, Tenure-track, Annual, 100% FTE
<b>ORGANIZATION AND LOCATION</b>	This position is located in the Digital Futures and Technical Services on the 4 <sup>th</sup> floor of Holland Library, located at the Pullman campus of Washington State University.
<b>BASIC FUNCTION</b>	The primary responsibility of this position is to perform original and complex member copy cataloging in all formats
<b>REPORTS TO</b>	Head, Bib-Control
<b>SUPERVISORY RESPONSIBILITY</b>	This position does not supervise or lead any other positions, but works closely with many other staff in the WSU Libraries. Advises and keeps the Head of Bibliographic Control informed of all issues that affect cataloging policies and procedures.

### DUTIES AND RESPONSIBILITIES:

Faculty are expected to communicate well; maintain pleasant, courteous and cooperative relationships; display a professional manner in demeanor and language; and show courteous and effective behavior in meetings.

#### A. Cataloging (70%):

- Performs original and member copy cataloging in all formats in accordance with AACR2R, OCLC input standards, LCSH, and LC Classification.
- Does database maintenance in Griffin, the WSU Libraries' online integrated system.
- Provides liaison to units supporting access to electronic resources.

- Serves as a resource person and trainer for paraprofessional staff concerning cataloging, database maintenance, and workflow issues.
- Works with the Head of Bibliographic Control on the development and implementation of unit procedures and goals.
- Works with the Head of Bibliographic Control on liaison to other library units, the WSU community, and outside institutions to insure the effectiveness of the library online integrated system.
- Serves as official WSU Libraries' representative to institutional, regional and national organizations at the request of the unit head, Assistant Deans, or Dean.

#### B. Professional/Scholarly Activities (20%)

- Keeps current on trends and developments in the areas of cataloging by reading professional literature, participating in professional organizations and committees, and attending workshops, institutes, seminars and conferences at local, state, regional, national and international levels.
- Conducts research for publications and presentations in areas of library and information science or other scholarly subjects.
- Share with library colleagues and department faculty and staff relevant information gained from professional activities and use that knowledge to improve departmental operations.

#### C. Service to the Library, University and the Public (10%)

- Serves on library working groups, search committees, standing committees, and ad hoc groups as appropriate.
- Serves on WSU university committees and task forces.

### **KNOWLEDGE SKILLS AND ABILITIES**

- In-depth understanding and knowledge of cataloging using OCLC.
- In-depth understanding and knowledge of Anglo-American Cataloging Rules.
- In-depth understanding and knowledge of the cataloging module in Griffin.
- In-depth understanding and knowledge of the WSU Libraries procedures for cataloging.
- In-depth understanding of Library of Congress Subject Headings and Classification.
- Knowledge of and skills in the use of computers.
- Ability to appropriately handle confidential information.
- Ability to prioritize and schedule assignments for oneself and others.
- Ability to review complex documents, and make recommendations for correction and improvement.
- Able to comprehend cataloging manuals.
- Ability to adapt to departmental, University, and community needs as they develop and change.
- Ability to prepare and present ideas and information clearly and concisely in both written and oral form.

- Ability to gather information from a variety of sources and compile conclusions into a clear, concise, comprehensive document.
- Commitment to Diversity – an understanding and appreciation of the benefits of a diverse workplace and the knowledge of how to shape processes and procedures that reflect and enhance the diversity of the WSU communities.

### **Essential Work Competencies**

- Be able to perform the essential functions of the job, with or without accommodation.
- Perform multiple tasks.
- Read and verify cataloging records with actual items.
- Read and verify numbers and letters; space letters and numbers in alphabetical order; perform basic math.
- Perform essential detailed processing steps.
- Memorize or follow detailed written instructions.
- Perform library related computer functions.
- Perform cataloging tasks in rigid national cataloging computer systems.
- Apply detailed deductive reasoning and logic.
- Ability to use sound judgment.
- All of the above functions may be performed independently without specific written instructions.

### **Mental Requirements**

- Ability to reason logically and rationally.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively interact with people in a positive manner in both positive and adverse situations, both one on one and in groups.
  - Ability to deal simultaneously with several problems/issues.
  - Ability to comprehend complex problems and reach reasonable solutions.
  - Ability to work under stressful conditions.
- Ability to use mental skills to recall, analyze, organize information, and make complex decisions.
- Position involves working with various levels of employees and performing detailed cataloging tasks that have to be very accurate and follow rigid national standards. This requires concentration. It is not possible to socialize to a great extent while working.
- A sense of proportion in recognizing which details are vital and which details are not desirable is required.
- The position requires an ability to step in and help out in the tasks that need attention the most.
- The amount and type of work to be done changes randomly; the work is never “finished.”
- Ability to work in a work environment that is in constant development and changes all the time.

### **Work Conditions**

- Work is performed primarily in an office/library environment, but occasional travel to other worksites may be necessary. This may be indoors or outside in any weather condition.
- Intense emotional situations may exist which necessitate incumbent's ability to lend a calming influence and control.
  - Work in close proximity to other people.
  - Some noise from computer equipment, especially printers.
  - Some dust from old books.
  - Constant need to appropriately consult with other library units.

**Physical Requirements**

- Ability to lift and carry up to 10 pounds may be necessary on a frequent basis.
- Speech, visual, and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with WSU staff and the public – both in person and over the telephone.
- Finger dexterity necessary to use computer, file, and complete forms.
- Ability to bend, twist, kneel and stoop to access and retrieve files and sit for extended periods of time at computer work station and/or desk.
- Ability to travel across campus and offsite to access various types of buildings, University facilities, including travel to statewide facilities.
- Ability to lift up to 35 pounds and push loaded book trucks.

**SIGNATURES BLOCK**

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

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Employee Date

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First-Level Supervisor Date

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Second-Level Supervisor Date