

## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Librarian</b>
<b>Department:</b>	<b>Collection Management Services (CMS)</b>
<b>Focus:</b>	<b>Cataloging</b>
<b>Reports to:</b>	<b>Director of Collection Management Services</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>5</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b>11-16-2016</b>

### Position Summary

Under the general supervision of the Director of Collection Management Services, the Cataloging Librarian is responsible for creating and maintaining a current catalog of the Library's collection which describes the Library's holdings and provides accurate access for users.

### Responsibilities and Duties

Maintains current and accurate catalog of the Library's collection

- Catalogs library materials, original and copy, including description, classification, subject analysis and authority work demonstrating thorough understanding of Cataloging policies and procedures in order to exercise independent judgments in decisions.
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- Performs original and copy cataloging for all formats, including print, non-print, and digital resources - ensuring compliance with national and local standards, such as, MARC21, RDA, AACR2, CONSER, NACO, LCSH, OCLC, and LC cataloging and classification practices and other appropriate cataloging and metadata standards.
- Coordinates cataloging processes, procedures and statistics, participating with library colleagues in developing use of appropriate standards and quality assurance workflows for all collections.
- Searches bibliographic databases and utilizes the record creation and maintenance features.
- Creates and modifies local holdings and item records interpreting various national and local policies and procedures.
- Performs continuous review of the catalog and its authority databases to implement changes and maintenance of data.
- Performs retrospective conversion of designated materials.

- Prepares related statistics.
- Other duties as assigned.

Assists the Director of Collection Management Services in coordinating work activities of other Cataloging staff

- Proof reads work performed by Cataloging Department staff.
- Initiates and coordinates maintenance of cataloging data.
- Revises the work of other Cataloging Staff.
- Assists with preparation, review and revision of departmental procedures and forms.
- Assists with training of new hires, library externs and other volunteers

Participates in professional activities (approx. 5% of time)

- Continues professional reading and writing activities in the law library or cataloging arena.
- Stays up to date on library trends, national standards and Voyager enhancements.
- Represents the Library at various meetings and conferences.

## Position Qualifications

### Required

- A graduate degree from a school accredited by the American Library Association or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- Broad knowledge of cataloging and metadata workflows and services; knowledge of MARC21, RDA, AACR2, CONSER, NACO, LCSH, and LC classification.
- Ability to search and utilize OCLC in Connexion Client, RDA Toolkit, Classification Web, Cataloger's Desktop.
- Excellent verbal and written communication skills.
- Aptitude for complex, analytical, detailed work.
- Significant experience working with bibliographic data bases, utilizing the record creation and maintenance features.
- Knowledge of basic statistics.
- Working knowledge of an integrated library system such as Ex Libris Voyager.
- Ability to work in a team environment with diverse staff to achieve the Department's goals.
- Ability to plan, coordinate and implement projects.
- Ability to exercise sound judgment and make independent decisions in accordance with established policies and procedures related to cataloging.
- Working knowledge in one or more foreign languages.

### Preferred

- 1-3 years post-MLS professional cataloging experience.
- Experience in a law library.
- An in-depth knowledge of cataloging rules in general and the interest in training and professional

development in a constantly changing and dynamic professional environment. Familiarity with standards-based non-MARC metadata schemas, such as, Dublin Core, MODS, MADS, METS, TEI, EAD.

- Involvement in professional legal associations. Ability to create, design and develop handouts for presentations.
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**Work Environment**

Will be working in an office environment.

**Physical Abilities Required**

- Ability to push, pull and/or lift up to 35 lbs.
- Ability to stoop, kneel, and/or bend. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Must be able to move from one library branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk for long periods of 45+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

**Approvals**

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

**Statement of Employee**

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee

