DEPARTMENT: MEMBER SERVICES

POSITION TITLE: CATALOG LIBRARIAN II, COLLECTIONS AND ILL
SUPERVISOR

REPORTS TO: ASSISTANT DIRECTOR

GENERAL DESCRIPTION: Responsible for cataloging of materials in all formats,
interlibrary loan processing, and managing SCLS
collections.

ESSENTIAL FUNCTIONS:
1. Responsible for operation and maintenance of advanced interlibrary loan computer system.
2. Facilitates advanced resource sharing and provides efficient delivery of interlibrary loan materials and SCLS collections.
3. Manages and maintains SCLS collection materials.
4. Provides bibliographic records in USMARC format.
5. Provides descriptive cataloging according to AACR2 and RDA rules.
6. Provides name and subject analysis using Library of Congress Name and Subject Headings.
7. Maintains knowledge and use of current cataloging practices.
8. Facilitates and participates in SCLS workshops and trainings
9. Ability to catalogue in foreign languages.

OTHER FUNCTIONS:
1. Handles questions from member libraries regarding services of the section or unit.
2. Maintains contact with the State library and federal agencies.
3. Maintains monthly departmental statistics.
4. Creates records for the Union Catalog using the current SCLS bibliographic provider.
5. Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
1. Knowledge of modern principles and practices of library services.
2. Ability to use a variety of hardware and software to retrieve information.
3. Good organizational skills.
4. Working knowledge of current bibliographic tools and resources.
5. Ability to communicate clearly both orally and in writing.
6. Ability to work with details and make accurate comparisons.
7. Ability to work independently.
18. Ability to move containers weighing 20 pounds.
19. Ability to make Sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:
1. MLS or equivalent from an ALA accredited institution.
2. Two to four years cataloging experience.
3. Experience working with Sierra/Innovative ILS preferred.
4. Knowledge of resource sharing systems like OCLC preferred.

Revised: 06/22