



The Urbana Free Library

# CATALOGING CLERK I – FULL TIME/PART TIME

## JOB DESCRIPTION

<b>Department:</b> Acquisitions Services	<b>Benefits:</b> Yes (pro-rated for PT)
<b>Division:</b> Collection Access Services	<b>Time:</b> <u>General minimum of 39 hours per week for Full Time and minimum 20 hours per week for Part Time. Part-time employees may work additional hours above the 20 base hours as requested by their supervisor for the Library's needs.</u>
<b>Job Type:</b> Civil Service (FT)-; Non-Civil Service (PT)	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> <del>Director of Collection Access Services</del> <u>Acquisitions Manager</u>	<b>Pay Grade:</b> <del>\$16.683-\$21.687</del> <u>17.835-\$23.2482</u> <b>Wage Range:</b> <del>per hour 23</del>

## JOB SUMMARY

The ~~Acquisitions~~ Cataloging Clerk I works in a highly automated environment and performs detailed technical and clerical work that involves receiving and processing of library materials; maintenance of the online catalog, including searching, selecting, editing, and data entry of bibliographic and item records; and maintenance of the physical collection including mending of materials and discarding damaged items. ~~Duties are carried out under specific procedural guidelines and the supervision of the~~ The Acquisitions Cataloging Clerk I reports to the Director of Collection Access Services Acquisitions Manager and relevant staff members.

## ESSENTIAL FUNCTIONS

- Searches, selects, edits, and enters data into the online catalog.
- Performs descriptive cataloging.
- Works with librarians and department heads to maintain catalog integrity.
- Receives and processes Library materials.
- Corresponds with vendors and processes invoices.
- Prepares statistics as requested.
- Provides detailed processing instructions to Acquisitions Services hourly clerks.
- Monitors departmental workflow and assists in implementing procedures.

- Inventories collection.
- Participates in Library-wide committees and activities.
- Carries out other duties as assigned.

### **JOB REQUIREMENTS Education & Experience**

- Graduation from high school or equivalent.
- 25 words per minute keyboarding skills.
- One year continuous, successful work experience required.
- Two years prior successful Library experience preferred.
- Cataloging experience preferred.
- ~~Full time requires passing score on the Civil Service exam. Part time requires passing score on the Acquisitions Services exam.~~

### **Knowledge of**

- Word processing and spreadsheet software desired.
- General office and clerical procedures required.
- Polaris ILS and OCLC Connexion desired.

### **Skills**

- Accurate keyboarding.
- Exceptional orientation to detail and neatness.
- Dependability and honesty.
- Physical strength and agility to perform assigned tasks.

### **Ability to**

- ~~Work independently without close supervision.~~
- ~~Work with a number of databases.~~
- Master complex, detailed routines.
- Understand and follow detailed oral and written instructions.
- Learn and follow all relevant Library policies.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Work in a team atmosphere in a consistently cooperative manner.
- Communicate effectively orally and in writing.

- Assume responsibility and work neatly, efficiently, and accurately without direct supervision.

**Licenses, Certifications, and Memberships Required** None.

**CONTACTS: INTERNAL/EXTERNAL**

- Daily contact with Acquisitions team members and other Library staff.
- Regular email or telephone contact with vendors and occasional meetings with vendor representatives.

**SUPPLEMENTAL INFORMATION**

**Working Environment:** *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work will occur primarily at The Urbana Free Library.
- Occasionally, employee may attend off-site training or conferences.
- Typical work schedule is day-time, weekday hours, but schedule must be flexible to accommodate the needs of the department.

**Physical Strength and Agility:**

*Physical strength and agility sufficient to perform assigned tasks:*

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear.
- The employee is frequently required to use hands to 7 handle, feel, 2 or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

Cataloging Clerk – Full Time/Part Time

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: [June 2021](#)