



# The Urbana Free Library

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Date: June 28, 2021

To: The Civil Service Commission, The City of Urbana

From: Celeste Choate, Executive Director of The Urbana Free Library

Re: Update to job description for Cataloging Clerk—Full Time/Part Time

The Urbana Free Library wishes to change the required “passing score on the Civil Service exam” for full time and “passing score on the Acquisitions services exam” for part time. Rather than use an exam to establish the roster for the position, the Library would prefer to use the minimum qualifications of the position as doing so will allow for those who struggle with testing to demonstrate success through previous work experience. Additionally, updates in the “Ability to” section of the job description have been made to align this position with similar positions in the Library. Finally, language stating “Polaris ILS and OCLC Connexion desired” has been added, as these are the specialized tools used by Cataloging staff.