

Bloomsburg Public Library

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SPECIAL PROJECTS CATALOGER JOB DESCRIPTION

(Part-Time, Professional Librarian, 3 Hours Per Week)

The Special Projects Cataloger will work under the supervision of the Library Director to standardize data in the library catalog system so that books can be found more easily, with a focus on series information and on separating categories of children's books based on reading level. The position requires significant cataloging expertise and well-developed technical skills.

RESPONSIBILITIES

- Use collection management reports to identify cataloging issues which need to be fixed
- Develop an authority control system for series information and update catalog records and spine labels with accurate and consistent series information
- Separate and reclassify children's books according to categories such as Early Chapter Books, Early Reader Non-Fiction, Middle Grade Fiction, Young Adult Graphic Novels, etc.
- Ensure that certain key genre headings are consistently applied to facilitate the success of library users in finding the information they need, e.g. Western Stories, Science Fiction
- Ensure that subject headings are applied to books appropriate for 'bibliotherapy' so that users can easily find books related to life challenges such as grief or substance use disorders
- De-duplicate records as needed during the course of working with the collection
- Correct typos, omissions and formatting issues during the course of working with the records
- Recommend books for de-accession during the course of working with the collection

REQUIREMENTS

- Required: Master's Degree in Library Science with demonstrated cataloging experience
- Knowledge of cataloging standards and the Dewey Decimal System
- Familiarity with adult and children's genres and age-based categories of books
- Technical skills needed to use an online library catalog system and Google Workspace
- Ability and initiative to work independently and effectively with minimal supervision
- Ability to use personal judgment to effectively problem solve

This position is funded for three hours per week. The hourly pay rate is \$14 per hour. The number of hours is dependent on fundraising success of the staff and board team. A Simple IRA retirement benefit will be available, but there are no other benefits currently offered for this position.

The Bloomsburg Public Library is an equal opportunity employer and does not discriminate in employment on the basis of race, color, age, religion, sex, national origin, political affiliation, sexual orientation, gender identity or expression, marital status, parental status, disability, genetic information, or other non-merit factor.