

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking to hire a Cataloger-Metadata Specialist

POSITION DETAILS:

Position Title:	Cataloger-Metadata Specialist
Reports To:	Technical Services and ILS Manager
Full Time/Part Time:	Full Time—34 hours
Position Type:	Hourly/Non-Exempt

PURPOSE

- To provide comprehensive service to all patrons and staff, and to help maintain the organization and quality of the collection.
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QUALIFICATIONS:

- Bachelor's degree and 2 years of experience in cataloging and metadata required
 - Master's degree in Library Information Science and experience/knowledge of cataloging and metadata preferred
 - Knowledge of MARC, DDC, AACR2, RDA, CONTENTdm, and OCLC bibliographic utilities required
 - Experience using Sierra ILS Catalog module preferred
 - Microsoft Office skills a plus
 - Must have acceptable results on a criminal background check
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ESSENTIAL FUNCTIONS

- Helps process new materials, including unpacking, receiving, adding stamps, tags, and barcodes as needed, and entering information into ILS system
- Sort and mend certain library materials
- Run weekly lists using templates in Sierra Create Lists and clean up item or bibliographic records
- Use digital scanning and photographic equipment
- Upload and complete metadata for digital scans of local history and special collections
- Create and input metadata for digitized local history collections
- Perform copy cataloging of library materials, especially AV
- Assist department Manager with monthly special cataloging projects
- Create original cataloging records as needed, in cooperation with Manager
- Create volume records for serial items like magazines, comics, and travel books, etc.
- Assist Manager making cataloging decisions

- Handle physical aspects of position which include, but are not limited to: sitting, standing, bending, stooping, moving, reaching, manual dexterity required for computer work, and lifting up to 35 lbs.
- Attend meetings and workshops appropriate to position
- Perform other duties as assigned by supervisor

NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.

SCHEDULE:

- To be determined by supervisor
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HOW TO APPLY:

- To apply for this position, download an application from: <https://tinyurl.com/MPLapplication>
- Please submit the completed application, a cover letter, and resume by mail to:

Mardea Harden, HR Manager

Massillon Public Library

208 Lincoln Way East

Massillon, OH 44646

- The documents may also be scanned and submitted as email attachments to: hardenma@massillonlibrary.org
 - Deadline for application: 1-19-18
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EQUAL OPPORTUNITY EMPLOYER