

# MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking for a Cataloger/Metadata Specialist

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## POSITION DETAILS:

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

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## 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, LCSH, AACR2, RDA, CONTENTdm, OCLC bibliographic utilities, and authority control and headings required
  - Experience using Sierra ILS Catalog module preferred
  - Microsoft Office skills a plus, especially Excel
  - 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
- Create digital scans and metadata for local history and special collections
- Perform copy cataloging of library materials, especially AV
- Complete assigned special cataloging projects
- Create original cataloging records as needed, as assigned by Manager

- Create volume records for serial items like magazines, comics, and travel books, etc.
- Make cataloging decisions with guidance of Manager
- 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.*

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#### **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](mailto:hardenma@massillonlibrary.org)
  - Deadline for application: 3-20-18
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**EQUAL OPPORTUNITY EMPLOYER**