MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION
The Massillon Public Library is looking to hire a Copy Cataloging Specialist

POSITION DETAILS:

- **Position Title:** Copy Cataloging Specialist
- **Reports To:** Technical Services and ILS Manager
- **Position Type:** Hourly/Non-Exempt
- **Part-time/Full-time:** Full-time (34 hours)

PURPOSE

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

QUALIFICATIONS:

- Bachelor’s degree and one year of experience in technical services preferred
- Will consider high school diploma or GED with two years of directly related Technical Services experience
- Basic knowledge of MARC fields and bibliographic records
- Experience using OCLC and searching for bibliographic records
- Familiarity with DDC and LCSH
- Experience using Sierra ILS Catalog module preferred
- Microsoft Office skills a plus especially Excel
- Must have acceptable results on a criminal background check

ESSENTIAL FUNCTIONS

- Process new materials, including unpacking, receiving, adding stamps, tags, and barcodes as needed, and enter information into ILS system
- Sort and mend certain library materials and prepare materials for discard and book sale
- Perform copy cataloging of selected library materials, including print and AV, and make some copy cataloging decisions such as Dewey call numbers with guidance of Manager
- Help Manager maintain accurate holdings in OCLC and ILS using lists to remove holdings of deleted bib records
- Complete assigned special cataloging projects to assist Manager in maintaining a clean ILS database
- Create volume records for serial items like magazines, comics, and travel books, etc. under direction of Manager
- Assist department Manager with monthly special projects such as inventory scanning (RFID)
- Handle physical aspects of position which include, but are not limited to: standing, sitting, operating office equipment, climbing steps, bending, stooping, moving, reaching, lifting up to 35 lbs., and pushing or pulling loaded carts
- Maintain regular and reliable attendance
- Abide by established Library policies
- Follow appropriate cash handling procedures
- Attend meetings and workshops appropriate to position
- Serve as a backup to Administrative Assistant for incoming and outgoing mail
- 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

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: Friday 2-21-20

EQUAL OPPORTUNITY EMPLOYER