UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:
____ Establish New Position
_X_ Revised Existing Position
____ Updated for files only

Position #: _____
Date Prepared: 7 November 2001
Effective Date: _____

A. **GENERAL INFORMATION**:

Name of Incumbent: _____ Current Classification: Faculty Librarian

Proposed Classification: n/a Descriptive Title: Music Cataloger

Supervisor: Music/AV Cataloging Production Team Leader or Original Cataloging Production Group Leader

Library Division/Production Group/Production Team: Technical Services/Original Cataloging/Music/AV Cataloging

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %

Permanent: X Contingent I (Hrly): _ Contingent II (contract): _____ Expected Duration: n/a

B. **POSITION SUMMARY**:

Within a team environment, responsible for all aspects of cataloging of music materials, in all languages, for the UM Libraries. Participates in the Program for Cooperative Cataloging. Coordinates and facilitates inter- and intra- production team activities, facilitates team communications, participates in fostering an environment of shared responsibility, and participates in developing and promoting team plans and vision. As a Team member, works directly with team members and team leader to plan, develop, and implement ongoing activities, policies and special projects and establish and achieve team goals and objectives. Actively participates in teams and committees at the production group, division, libraries and university level and within the profession.

C. **ORGANIZATIONAL CHARACTERISTICS**:

Responsible for the shared administration of the Music/AV Cataloging Production Team. May serve as a Team Leader and, in that capacity, also serves as member of Original Cataloging Production Group leadership Team and reports to the Original Cataloging Production Group Leader. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. **PRINCIPAL ACCOUNTABILITIES**:

1. Performs original and complex copy cataloging for scores and music sound recordings in various languages according to AACR2, LCRIs, MCDs, LC classification, LCSH, and MARC via OCLC and the library's integrated library system.
2. Creates authority records for headings new to the catalog or requiring an authority record. Contributes to and enhances records for the NACO and SACO programs as appropriate. Creates authority records for headings new to the catalog or requiring an authority record. Participates in the Program for Cooperative Cataloging NACO Music Funnel Project.
3. Responsible for ensuring that all music materials are processed accurately in a timely and cost effective manner, while maintaining the integrity of the UM Libraries OPAC.
4. Develops and implements (in consultation with the Team and Group Leaders) music cataloging policies, standards, goals, and procedures and strives to continuously improve workflow.
5. May lead the Music/AV Production Team on a rotating basis with other faculty in the team. As a member of the Original Cataloging Group Leadership Team, contributes to the planning, development, coordination, and implementation of initiatives within the Production Group.
6. Maintains knowledge of trends in cataloging standards and library automation through participation in regional and national meetings and listservs.
7. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with Production Team and Group members.
8. Collaborates and communicates with staff in the Performing Arts Library, with particular concern for their cataloging priorities and access issues, and to continually improve service for patrons.
9. Contributes to creating accurate and timely reports and documentation.
10. Performs required personnel activities such as preparing job descriptions and hiring, training and supervising staff, students, and graduate assistants.
11. Participates in evaluation of team members' training needs and assists in their implementation.
12. Participates in Library and Divisional planning activities.
13. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. **DIMENSIONS:**

Number of Staff Supervised:	Direct: 0	Indirect: 0
Number of Students Supervised:	Direct: _____	Indirect: 0

Formal Leadership:

___ **Work/Project Leader**: answers general questions and provides assistance; maintains assignment completion schedules. Performs the same tasks as others.

___ **Team Leader**: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.

__ **Supervisor**: participates in the selection process of new employees; conducts performance appraisals; refers disciplinary problems to a higher level. Performs similar and higher level tasks.

___ **Manager**: solely responsible for reviewing and assessing performance appraisals; employee training and development; handles disciplinary problems; responsible for multiple units or areas, each with supervisor.

X__ **No direct staff reports**

Complexity of Work:

___ **Routine**: Primarily deals in one singularly directed functional area. Awareness of related area is not significant.

___ **Semi-complex**: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.

X__ **Complex**: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.

___ **Very Complex**: Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):

___ Close Supervision: Detailed instructions given. Close and complete review of work.

___ General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.

___ Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.

_X___ Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.

_____ Plans, develops, and implements functions/projects for functional units(s) or team(s).

_____ Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group and throughout the division. Outside of the TSD, primary interactions include colleagues and leaders in the Performing Arts Library. Other interactions include faculty and staff in other academic libraries and in professional associations; students, faculty and staff of the University.

Fiscal Responsibility:

None.

Physical Working Conditions:

Normal office environment.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree. Bachelor's degree in music.

Practical Experience: Minimum of one year of relevant cataloging experience in an academic, research, or special library. Knowledge of and proficiency with automated library systems, AACR2, LCRIs, MCDs, LC classification, LCSH, and MARC 21 formats via a national bibliographic utility. Understanding of technical services operations, Library of Congress cataloging practices and procedures and emerging cataloging issues and trends. Reading knowledge of at least one modern foreign language.

Technical Qualifications or Specialized Certifications:

None.

Other Knowledge, skills, abilities and competencies required: Ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to maintain a systematic perspective; to actively participate in a team-based organization. Ability to take direction as well as provide direction and motivation to staff and student assistants. Evidence of ability to interact collaboratively and work effectively with teams. Competence in data management. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a broad variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing, with all persons potentially affected by the scope of the work. Demonstrated record of professional activity.

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____