

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

- Establish New Position
- Revised Existing Position
- Updated for files only

Position #: _____
Date Prepared: 27 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: _____

Proposed Classification: Library Technician II Descriptive Title: Copy cataloger

Supervisor: Adaptive Cataloging Team Leader

Library Division/Prod Group/Unit: Technical Services / Adaptive Cataloging/Database Maintenance
Production Group/Adaptive Cataloging Team

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

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

B. POSITION SUMMARY:

Within a team environment, responsible for performing copy cataloging of monographs and serials (continuing resources) in all subjects, in various languages, and in a variety of formats (principally paper, electronic, and micrographic). Participates in inter- and intra-production group activities and organizational communications. 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, and Library level.

C. ORGANIZATIONAL CHARACTERISTICS:

Member of the Adaptive Cataloging Team, one of two teams within the Adaptive Cataloging/Database Maintenance Production Group. Reports to the Adaptive Cataloging Team Leader. The incumbent participates as a member of the Adaptive Cataloging Team and in teamwork, partnerships, and committees. Works with the Database Maintenance staff to ensure that accurate and complete cataloging records for library materials are reflected in the online catalog. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. PRINCIPAL ACCOUNTABILITIES:

1. Performs copy cataloging of library materials in a variety of formats, subjects, and languages depending upon expertise. Searches bibliographic databases for cataloging copy. Edits cataloging copy to conform with UM, USMAI and national standards and practices. Creates and/or edits bibliographic and/or holdings records in the USMAI Libraries' local automated library system.
2. Revises completed cataloging and holdings work to assure accuracy. Makes corrections to bibliographic and holdings records as needed.
3. Works and communicates effectively as a member of a team. Maintains statistics and contributes to creating accurate and timely reports and documentation.
4. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with appropriate staff.
5. Makes recommendations and implements policies, standards, goals, and procedures to meet objectives and to continuously improve workflow.
6. Collaborates with Production Group Leader and team colleagues to improve service.
7. Participates in Library, Divisional, and Production Group planning activities.
8. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. DIMENSIONS:

Number of Persons Supervised: Direct: 0 Indirect: 0

Number of Students Supervised: Direct: _____ Indirect: _____

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; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- Manager:** solely responsible for performance appraisals; employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- No direct 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.
- 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.
- 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. This position is part of a complex workflow which requires excellent teamwork and communication between those who deliver the work and those who receive the work. These interactions can include special instructions and resolving problems. Outside of the TSD, primary interactions include selectors and Collection Management Team members.

Fiscal Responsibility: None.

Physical Working Conditions:

Cataloging work is performed at a computer terminal and requires sustained concentration on detailed bibliographic data. Moderate physical activity is required for the lifting of books and wheeling of book trucks.

F. MINIMUM QUALIFICATIONS:

Academic Level: High School Diploma or equivalent; two years of higher education desired.

Practical Experience: Three years relevant experience in an academic or research library. At least one year of experience in copy cataloging. Experience with integrated automated library systems, including searching and retrieving records desired.

Technical Qualifications or Specialized Certifications: none

Other Knowledge, skills, abilities and competencies required: Strong problem-solving skills; ability to work with a high degree of accuracy. Ability to manage a 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 assigned staff. Evidence of ability to interact collaboratively and work effectively with teams. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Excellent interpersonal skills; ability to communicate clearly orally and in writing with all persons potentially affected by the scope of the work. Preferred: Demonstrated knowledge of MARC format; familiarity with copy cataloging to include identifying matching catalog copy, call number formatting, basic descriptive cataloging, subject analysis, and authority control checking and verification; familiarity with holdings creation and editing processes. Familiarity with OCLC bibliographic utility; demonstrated ability with integrated automated library systems; knowledge of personal computer desktop applications.

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____
