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: _____March 2004__
Effective Date: _____

A. **GENERAL INFORMATION**:

Name of Incumbent: _____none_____ Current Classification:Library Technician I

Proposed Classification: _____ Descriptive Title:__Copy cataloger I

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

B. **POSITION SUMMARY**:

Within a team environment, responsible for searching of and processing Library of Congress and Cataloging in Publication copy for monographs and serials (continuing resources) in all subjects, in various languages. The work includes matching and linking materials which are part of the PromptCat program. 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 CatalogingTeam, one of two teams within the Adaptive Cataloging/Database Maintenance Production Group. Reports to the Adaptive CatalogingTeam 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. Searches bibliographic databases for cataloging copy. Edits Library of Congress and Cataloging in Publication cataloging copy to conform with UM and USMAI (University System of Maryland and Affiliated Institutions) standards and practices. Creates and/or edits bibliographic and/or holdings records in the USMAI Libraries' local automated library system.
2. Receives and links materials received through OCLC's PromptCat Program according to UM guidelines.
3. Works and communicates effectively as a member of a team.
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, Team 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: 0 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; 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.

X No direct reports.

Complexity of Work:

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

X **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 compete review of work.

_X_ 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, wheeling of book trucks, and shelving books on bookcases.

F. MINIMUM QUALIFICATIONS:

Academic Level: High School Diploma or equivalent.

Practical Experience: One year of relevant experience in an academic or research library in copy cataloging highly desirable. Experience with integrated automated library systems, including searching and retrieving records de

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 . 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, familiarity with holdings creation and editing processes. Knowledge of personal computer desktop applications.

Incumbent's Signature: _____ Date:_____

Supervisor's Signature: _____ Date:_____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____