

**UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS  
POSITION DESCRIPTION**

Action Requested:

Establish New Position  
 Revised Existing Position  
 Updated for files only

Position #: \_\_\_\_\_  
Date Prepared: 14 November 2001  
Effective Date: \_\_\_\_\_

**A. GENERAL INFORMATION:**

Name of Incumbent: \_\_\_\_\_ Current Classification: \_\_\_\_\_

Proposed Classification: Coordinator(Exempt) Descriptive Title: Music Cataloging Assistant

Supervisor: Music-Audio/Visual Team Leader

Library Division/Prod Group/Unit: Technical Services/Original Cataloging Production Group/ Music-Audio/Visual Team

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

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

**B. POSITION SUMMARY:**

Within a team environment, responsible for editing cataloging copy for musical scores and sound recordings from bibliographic sources such as OCLC and creating original cataloging records for materials in the area of music. Checks accuracy of copy cataloging records, edits headings to conform with UM standards, and formulates classification numbers as needed. Creates and maintains holdings records. Maintains statistics of activities and prepares reports and documentation as needed. Works as a member of a team through active participation on teams and committees at the production group, division, and library level.

**C. ORGANIZATIONAL CHARACTERISTICS:**

Member of the Music-AV Team, one of three teams within the Original Cataloging Production Group. Reports to the Music-AV Team Leader. The incumbent participates as a member of the Music-AV Team and in teamwork, partnerships, and committees. Works closely with the Music Cataloger 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 original cataloging of music materials using the nationally accepted standards of AACR2 for descriptive cataloging, Library of Congress Subject Headings and Library of Congress call numbers for classification of materials. Performs name, subject and series authority verification.

2. Edits cataloging copy to conform with UM and national standards and to assure accuracy of classification numbers, subject headings, access points, and bibliographic description.
3. Makes recommendations and implements policies, standards, goals, and procedures to meet objectives and to continuously improve workflow.
4. Maintains knowledge of trends in cataloging standards and library automation through participation in continuing education opportunities and listservs.
5. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with appropriate staff.
6. Contributes to creating accurate and timely reports and documentation.
7. Participates in Library, Divisional, Production Group and Production Team 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 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.

**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:** Office environment. The incumbent is expected to lift and shift library materials involved in the workflow using book trucks.

**F. MINIMUM QUALIFICATIONS:**

**Academic Level:** Bachelor’s degree in music require.

**Practical Experience:** Extensive knowledge in music. Minimum of one year of copy cataloging experience using a major utility, preferred. Knowledge of one Western European language desired, French or German languages preferred. Experience in a music library desired. Knowledge of one Western European language preferred. Proficiency with automated library systems and knowledge of cataloging standards and practices including AACR2, LCRIs, LC classification, LCSH, and MARC bibliographic and authorities formats via a national bibliographic utility preferred.

**Technical Qualifications or Specialized Certifications:** none

**Other Knowledge, skills, abilities and competencies required:** Strong analytical skills; ability to maintain a systematic perspective; and ability to take 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. 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.

Incumbent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Production Group Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_