

## Job Description

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<b>Job Title:</b>	Library Associate: Cataloguing and Information Services
<b>Department:</b>	Library - Metadata and Cataloguing Services
<b>Reports To:</b>	Cataloguing and Metadata Librarian
<b>Jobs Reporting:</b>	<a href="#">Click here to enter text (please enter job titles, not incumbent names)</a>
<b>Salary Grade:</b>	USG 6/7
<b>Effective Date:</b>	April 2008

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### **Primary Purpose**

Library Associate: Cataloguing and Information Services is accountable to one of the Cataloguing and Metadata Librarians for searching for cataloguing copy; for editing and upgrading derived cataloguing copy; for the original cataloguing and assigning of classification numbers and/or subject tracings of literary works; for the description of works requiring call numbers and/or subject tracings; for maintaining authority in the TRELIS database and for correcting existing records for monographs, serials, microforms, sound recordings, cartographic material, rare books, computer files and electronic resources. The position is also responsible for assisting patrons at the libraries' information desks.

### **Key Accountabilities**

#### **Descriptive Cataloguing of Library Materials**

- Catalogue materials received progressing from simple items with vendor supplied bibliographic records to more complex items with incomplete or no bibliographic records.
- Search Library of Congress and bibliographic utilities for acceptable machine readable cataloguing copy.
- Create accurate holdings records for all new materials and to maintain existing holdings records.
- Locate and import bibliographic records from a wide variety of library catalogues.
- Examine critically what changes are necessary and upgrade derived bibliographic records to current cataloguing and MARC coding standards and TUG policies/procedures.
- Stay abreast of continuous changes and developments in cataloguing policies and procedures.

#### **Quality Maintenance of Bibliographic Database**

- Validate access points in bibliographic records against authority records and update access points where necessary to facilitate retrieval in the online catalogue.
- Upgrade and maintain online authority records, including researching the author and/or series to ensure that the heading is appropriate.
- Resolve problems and execute corrections to existing records as needed and to upgrade all files affected.

#### **Provision of Information Service to Library Users**

- Provide information service from one of the libraries' Information Desks. Follow-up work arising from this service may be required from time to time.

### **Required Qualifications**

#### **Education**

- Undergraduate degree or equivalent in education/experience

#### **Experience**

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- Previous experience working in a medium to large academic or public library.
- A demonstrated ability to work quickly with a high degree of accuracy and independence.

### **Assets**

- Previous cataloguing experience with a good working knowledge of Anglo American Cataloguing Rules and MARC record structures.
- Experience with Endeavor's Voyager system.
- Experience with web based cataloguing tools such as Cataloguer's Desk Top

### **Knowledge/Skills/Abilities**

- Proven problem solving skills including the ability to apply a given set of rules to a wide range of circumstances.
- Proven ability to manage very detail-oriented processes which require an exceptional degree of accuracy
- Good computer skills with relation to file structures and library systems software.
- Ability to maintain effective and positive working relationships
- Interest in and aptitude for working directly with the public to provide reference service.
- Excellent oral and written communication skills.

### **Nature and Scope**

- **Contacts:** Internally, communicates with staff in the library to present/describe/analyze information and to obtain decision/action on issues. Externally, communicates with library users to assist with information seeking questions.
- **Level of Responsibility:** Responsible and accountable for the timely updates to bibliographic database. Works closely with other staff to ensure quality of local database.
- **Decision-Making Authority:** Responsible for resolving bibliographic and authority record discrepancies, ensuring that bibliographic descriptions match the resources, updating print and electronic holdings, and working with supervisor to solve more complex problems. Responsible for providing library users with sound guidance on information resources.
- **Physical and Sensory Demands:** Minimal exposure to conditions typical of a position in a fast-paced office environment, with frequent urgent demands.
- **Working Environment:** Exposure to conditions associated with urgent, time-sensitive activities and troubleshooting.