

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.850 – TECHNICAL SERVICES LIBRARIAN (adopted 12/13/06)

The technical services librarian catalogs library materials and monitors the processing of materials in order to maintain consistency throughout the district. The librarian works closely with the SEO Automation Consortium to coordinate the entry of data according to established procedures and to control the quality of bibliographic records.

Qualifications/Demonstrated Knowledge, Skills, Abilities:

- MLS preferred and/or public library experience in cataloging and processing.
- Ability to communicate effectively and concisely, orally and in writing.
- Demonstrated behaviors that match the library's core values:
 - Positive approach, dependable, team-oriented, professional, leadership.
- Ability to handle mental/visual strain involved in the use of printed materials and computer screens, preparing statistics and reports, working with staff, and handling multiple tasks.
- Mobility to maneuver through aisles and push or pull loaded book trucks.
- Flexibility to bend and stretch to place materials low or high on 7ft shelving.
- Strength to lift, move, or carry up to 30 pounds.
- Have or obtain valid driver's license and have reliable transportation available.

Responsibilities/Duties:

- Develops and implements local procedures for data entry into the automation system.
- Strives to maintain the consistency of data entry throughout the district.
- Trains and coordinates the work of library staff assigned to limited data entry.
- Uses *DDC* to determine correct classification numbers for all materials.
- Selects correct MARC bibliographic record for linking local items.
- Requests full MARC records for items not currently in the SEO database
- Creates and edits item records using correct codes and formats.
- Directs staff in affixing appropriate information and labels on all items.
- Makes corrections to item records as part of ongoing database maintenance.
- Refers need for changes in bibliographic records to the SEO cataloger.
- Makes final decisions regarding the cataloging of district library materials.
- Monitors the SEO list serve regarding issues of bibliographic data entry.
- Performs routine checks to ensure integrity of the bibliographic database.
- Keeps management alerted to the need for changes in database policies.
- Assists with preparation of lists for purposes of weeding, collection development, etc.
- Participates in workshops and training regarding database and cataloging issues.
- Performs other duties as assigned by the executive director.

Supervision exercised: Technical services staff

Supervision received: Executive Director

Schedule of hours: As assigned and may include evening and weekend hours.

Classification: Professional; salaried; nonexempt

The above statements are intended to describe the general nature and level of work which is to be performed by personnel under this job description. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.