

Sul Ross State University
Position Description

Official Title: Library Assistant/Cataloging

Salary Group: 5

Job Code: 4232

Summary

Function: Provide copy cataloging for library materials; maintain library records in SIRSI automated library system; supervise students.

Scope: Provides responsible clerical assistance and may assume some administrative duties.

Essential Duties

Acquisitions: Maintain numerous departments' accounts on computer terminal; research and order all library books and materials; maintain records of all materials ordered and received on computer; prepare vouchers for payment; compile and type reports; extensive contact with vendors through telephone and correspondence.

Cataloging: Process large volumes of materials unique to the library following established procedures; provide copy cataloging for library materials; search and import cataloging records from a bibliographical utility into library's SIRSI system; maintain records in SIRSI; work with Acquisitions in receiving and processing government documents; process withdrawals; compile the duplicate exchange union (DEU) list according to ALA guidelines; pack DEU items; manage all book repair processes; supervise hire, and train student assistants; maintain statistics of processed materials; assist with supply inventory and ordering of supplies when necessary; assist with Acquisitions processes as required; other duties as assigned.

Non-Essential: Duties unique to the particular department and other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Receive general instructions and work occasionally reviewed by supervisor.

Given: May supervise large number of student employees or other clerical employees.

Education

Required: High school graduate or equivalent.

Preferred: College or related technical training.

Experience

Required: One to two years related experience in an office environment.

Preferred: Related library experience.

Equipment/Skills

Required: Proficiency in Windows based software; keyboarding 40 wpm; standard office machines; experience with data entry; ability to communicate clearly and concisely, orally and in writing; work well with co-workers in a team environment; ability to work independently, accurately and effectively with highly detailed procedures under time constraints; excellent organizational skills and attention to detail; research/problem solving skills; continuous physical tasks include use of manual dexterity, talking, listening, reading and viewing; frequent physical tasks include sitting, standing, walking, reaching, lifting library materials, and possible climbing of stairs.

Preferred: Experience cataloging with AACR2, LCSH, and Dewey classification; familiarity with MARC tags; experience with online systems and a bibliographic utility (SIRSI and OCLC experience preferred).

Working Conditions

Usual: Library conditions; standard hours, 40 hrs. per week; may require periods of walking or standing; bending, reaching or lifting materials, exposure to book dust, mold, and fluorescent lighting. Position is Security Sensitive.

Special: May require periods of walking or standing; bending, reaching or lifting materials.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: April 2014