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cc
bcc: F.Jason Torre/Lib
Subject: Library Bulletin, May 3, 2007, Number 1601 CONTINUATION / REVISION

It is expected that the Government Documents SL-2 position will soon be approved by Human Resources. Anyone interested in applying for this position should contact Germaine Hoynos no later than Monday, May 7th. Attached is a draft copy of the Position Description that was submitted to Human Resources.

Here is the entire position description - which Maryanne did not include in Bulletin #1601.

The purpose of this position is to catalog library materials whose records in an online national cataloging database require minor to moderate modifications in order to conform with the national cataloging code and our own library's policies and practices. Library materials to be cataloged include government monographs and serial publications, along with materials in a variety of formats such as CD-Roms, microforms, maps, websites, etc. Each copy cataloger position is assigned materials by language or format, dependent on the current needs of the department. This position also assists in various long-term special projects involving STARS (the online catalog) and ALEPH subsystems

Essential Duty?	Percentages*	Duty
<input checked="" type="radio"/> Yes <input type="radio"/> No	65%	Perform online cataloging of library materials where Library of Congress and member cataloging is available in an online national cataloging database: --The incumbent is expected to be able to make moderate changes in the records in order to conform with the Library of Congress national cataloging standards and our own library's policies and practices. This requires knowledge of a variety of national cataloging standards and practices dependent upon the format being cataloged, as well as familiarity with library and national online systems
<input checked="" type="radio"/> Yes <input type="radio"/> No	25%	Participate in long-term projects related to the STARS online catalog: --In order to ensure that information is accurate and up-to-date, the incumbents will be expected to resolve problems such as those reported by branch librarians and correct STARS "error reports" Resolve problems related to planned upgrades to the ALEPH system: --The incumbent must be thoroughly familiar with system idiosyncrasies and have the technical knowledge to input corrections and rectify problems
<input checked="" type="radio"/> Yes <input type="radio"/> No	10%	Perform authority work, which includes selecting the correct form of catalog entries as prescribed by the national cataloging code and creating records for local authority files, suitable cross-references, and author, title, and subject records for the library's online catalog, STARS

Required Degree Level: Bachelor's Degree

Equivalent Degree Level: Associate degree and two or more years of progressively responsible library work experience may be substituted

Required Qualifications* Ability to lift, carry and shelf library materials and work with cartographic materials in print and digital formats; proficient with Microsoft Word and Excel; excellent communication and interpersonal skills

Preferred Qualifications: Previous library work experience, especially in a university or research library; cataloging experience
