1132 MEDIA CLERK–CATALOGING

Classification Summary
Performs clerical work in support of the cataloging process. Relieves catalogers of routine cataloging duties. Inventories and sorts books. Applies information from the Sears List of Subject Headings, location where book is assigned, and Dewey Decimal System to determine most effective method of filing books for student use.

Distinguishing Characteristics
The position is distinguished from other Media Clerks by the focus on duties related to the cataloging of instructional materials used by the District.

Supervisory Relationships
The position is supervised by the Instructional Materials Coordinator.

Examples of Duties
1. Sort books received and documented by the Media Clerk–Receiving. Use OCLC (Online Computer Library Center) data base to determine whether the book is a duplicate copy or a new entry into the District archives.
2. Prepare circulation cards and spine labels for duplicate copies of books.
3. Perform routine cataloging tasks such as assignment of Dewey Decimal numbers or subject headings to books not already assigned numbers and recorded on the OCLC.
4. Refer new or unusual varieties of books to catalogers for assignment of call numbers.
5. Process requests for book loans to member libraries; request compliance from holder of item and initiate shipping and receiving process.
6. Proofread catalog cards, circulation cards, and spine labels for accuracy and congruency.
7. Maintain accurate knowledge of Union File filing policies for 300,000 books. Answer questions regarding location of certain cards.
8. Perform related tasks as required.

Required Knowledge, Skills and Abilities
1. Accuracy and organizational skills.
2. Knowledge of library procedures and elements of bibliographic description.
3. Demonstrated competence in typing, filing and use of current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
4. Ability to follow exacting directions, complete repetitious tasks, and attend to elements of detail.
5. Ability to communicate effectively orally and in writing.

Minimum Qualifications for Class Entry
High school diploma or equivalent.
One year of experience or training in clerical or secretarial work.

Work Environment
Works in the Education Center.