



## 1141 CATALOGER

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### **Classification Summary**

Classifies, catalogs, and organizes newly acquired library materials.

### **Distinguishing Characteristics**

Distinguished from the Cataloging Specialist by lack of requirement for more complex cataloging skills.

### **Supervisory Relationships**

Reports to the Instructional Materials Coordinator. May provide technical guidance to other District staff engaged in media processing.

### **Examples of Duties**

1. Catalog print and non-print materials. Evaluate and classify materials such as books, sound and video cassettes, computer software, filmstrips and slide sets; may require accessing software programs to verify exact titles, authors, and copyright dates. Items are cataloged using standards such as Anglo-American Cataloging Rules (AACR2), the Dewey Decimal System, District cataloging procedures, Library of Congress MARC format, and Sears and Library of Congress subject headings. Catalogers use either the OCLC data base or Quick Card microcomputer program (for in-house cataloging).
2. Keep records of items cataloged.
3. Prepare catalog text describing materials according to national standards. May involve locating and editing on-line OCLC data base records. Review vendor-produced copy for accuracy based on the incumbent's familiarity with accepted procedures, the District's current collection, and anticipated use of materials.
4. Proofread printed cards and labels for accuracy.
5. Record cataloging procedures, and compile information.
6. Assist Media Processing Clerks in resolving procedural problems.

### **Required Knowledge, Skills and Abilities**

1. Knowledge of generally accepted cataloging rules and procedures; familiarity with the District's cataloging methods.
2. Ability to operate District computer systems to access and use OCLC data base and Quick Card programs.
3. Ability to work quickly and accurately; attention to detail.
4. Skill in problem-solving, classifying, and writing card text.

### **Minimum Qualifications for Class Entry**

Substantial training or experience in cataloging, preferably in a school setting.

### **Work Environment**

Work is performed in a standard office environment.