Title:	Library Assistant – Cataloging
Status:	Full-time, continuing (35 hrs. per week)
Grade:	9
Union Affiliation:	PSA@RIC (Professional Staff Association at Rhode Island College)
Reports to:	Cataloging and Metadata Librarian

PRIMARY PURPOSE:

Reporting to the Cataloging and Metadata Librarian, the Library Assistant has primary responsibility for cataloging, processing and preservation of library materials in accordance with professional standards. The Library Assistant imports bibliographic records into OCLC WMS library services platform while making updates as needed. Also, the Library Assistant is responsible for shelving all new library materials; serials check-in and claiming; and acts as coordinator for our Government Documents collection.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Through the use of OCLC WorldShare Management System:

- Engage in adaptive and copy cataloging of monographs, multi-media, posters, maps, and multi format materials for the library main collections.
- Engage in adaptive and copy cataloging for the Government Publication Collections (printed titles, posters, games, maps, CDs, CD-ROMs, DVDs, microfiche, and kits) using the Superintendent of Documents classification system (SuDoc) for the Federal Publications and the Swank classification system for the State Publications.
- Engage in adaptive and copy cataloging of the Special Collections materials (printed titles, posters, games, maps, CDs, CD-ROMs, DVDs, VHS, and kits).
- Engage in adaptive and copy cataloging of the shelf-ready materials including process, inspect, and make it available for library use.
- Responsible for shelving all new library materials using the Library of Congress classification system.
- Manage the New Book Area collection – updating shelving locations and inventorying items in WMS Circulation, deciding which books should be added and removed, timeframe books should be left in the New Books Area
- Check-in serials and file claims as needed using WMS Acquisitions and EBSCONET online systems.
- Compile usage statistics for Periodicals and Microforms re-shelved and then report to the Assistant Director of Access Services (or Library Director) annually
- Determine which active journals should be removed from periodical shelves and update record in WMS Record Manager
- As GPO coordinator, responsible for weeding Government Publications through the FDLP eXchange Server from start to finish. To complete the process, package and mail items requested by our Regional Library.

- In addition, oversee the final work of support staff, providing answers to questions and instructing them as needed according to cataloging standards and procedures adopted by the James P. Adams Library.
- Adapt, delete, and add as well as maintain bibliographic and items records within the Library's integrated library system.
- Be responsible for major activities in the Cataloging Department, as assigned by the Cataloging and Metadata Librarian.
- Perform other tasks of the Cataloging Department and Library, as needed.

Occasional Job Functions:

Perform other duties and responsibilities, as assigned by the Cataloging and Metadata Librarian and/or Library Director.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree from an accredited college or university.

Experience:

- A minimum of three years' experience with adaptive and copy cataloging systems such as OCLC in a library setting.
- A minimum of two years' experience performing online bibliographic database maintenance in a library setting.

Skills, Knowledge and Abilities:

- Excellent communication and interpersonal skills.
- Excellent computer skills.
- General knowledge of cataloging rules and protocols such as AACR2 and RDA; SuDoc, Swank, and Library of Congress classification systems.

PREFERRED:

Experience with maintaining an online bibliographic database, based on OCLC WorldShare Management System.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.