

*Ball State University*  
***Position Description***

**Department:** University Libraries

**PC#:** 503100

**Dept Code:** 1-31600

**Salary Grade:** 9 N

**Position Title:** Bibliographic Searcher

**Reports To:** Assistant Head of Acquisitions Services

**Revision Dates:** 1/2000; 11/2004; 6/2007

Human Resources Representative:

*This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.*

**Positions Supervised:** None.

**Position Function:**

Perform bibliographic search functions for print monograph order requests and all gift materials.

**Duties/Responsibilities:**

1. Search OCLC and/or Library of Congress Marvel database as appropriate for bibliographic information for print monograph requests and for all gift materials regardless of format; take OCLC printout as needed of the best cataloging copy available according to prescribed standards; download records into the automated acquisitions database as appropriate; edit order request as necessary.
2. Determine which library file(s) to check in order to eliminate duplication; interpret files correctly; includes but is not limited to checking SIRSI and the Online Public Access Catalog; edit order request as necessary.
3. Decide which specialized bibliographic sources to use for additional information and to determine if book is in or out of print; edit order request as necessary.
4. Using SIRSI, input records for ordering purposes and for all gift materials; determine appropriate codes, check purchase orders for accuracy, and prepare purchase orders for mailing.
5. Assist with activities and projects of limited duration.
6. Perform other related duties as assigned.
7. Maintain regular and predictable attendance.

*All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.*

**Minimum Qualifications:**

**Education:** Bachelor's degree in related area.

**Experience:** Over three months through one year of related experience; working knowledge of basic Microsoft Office applications.

**Additional Preferred Qualifications:**

**Education:**

**Experience**