

Ball State University
Position Description

Department: University Libraries

PC#: 503103

Dept Code: 12300

Salary Grade: 10 N

Position Title: Technical Cataloging Assistant/Serials

Reports To: Head of Serials Cataloging

Revision Dates: 1/2002; 12/2002; 1/2004; 8/2005; 8/2007

Human Resources Representative: Rhonda Thomas

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:

Catalog serials in print and electronic format and perform database maintenance functions for serials with emphasis on electronic access; catalog specified non-print materials; create metadata and digital images for assigned collections in the Library Digital Initiatives program.

Duties/Responsibilities:

1. Manage e-journal content in the Libraries' electronic resources management (ERM) system; includes add/delete titles, verify local holdings and URLs for accuracy, assign pre-defined subject categories, and identify/resolve problems associated with discontinued or otherwise inoperative links.
2. Assist with cataloging, classification, digitization, and metadata creation activities and projects of limited duration; includes scan specified materials, transcribe, and provide quality control for the Digital Library Initiative.
3. Catalog print and electronic serial titles and title changes when there is a Library of Congress or CONSER record available in the OCLC database utilizing AACR2, LCRIs, MARC format, LCSH, local procedures, and appropriate reference sources; verify names, series, and uniform title headings, and create local authority records as needed.
4. Verify name, series, and uniform title headings as needed using the OCLC online authority file; determine correct form using appropriate reference sources for headings not online; create local authority records for headings thus established.
5. Create, update, and revise bibliographic, call number, and holdings records in SIRSI and in the OCLC Union List in order to maintain accurate information regarding serials holdings. Add, withdraw, and transfer print and electronic copies/volumes in Sirsi; process accompanying materials for serial items.
6. Catalog a specified non-print format where there is acceptable copy available, utilizing AACR2, LCRIs, MARC format, LCSH, local procedures, and appropriate reference sources.
7. Perform other related duties as assigned.
8. 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 or equivalent.

Experience: Over one through three years of related experience, including keyboarding and computer skills, attention to detail, interpersonal skills, and good work habits; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education:

Experience: Library cataloging experience; working knowledge of pc-based applications.