University Libraries
Student Employee Job Description

Title: Cataloging 1
Pay Rate: Entry

Work assignments are completed under close supervision; procedures are well established; employees typically follow well-defined policies and procedures; minimal training or prior knowledge of work is required. May require some physical exertion.

General Description:
Assist with the maintenance of the KentLINK library catalog, including bibliographic, item, and authority records by performing edits as directed. Participate in departmental special projects and perform clerical and processing duties when needed.

Typical Duties and Responsibilities include:
1. Reviews authority headings reports and reports problems to Database Maintenance Librarian
2. Under prescribed conditions, searches using OCLC WorldCat database and/or the local catalog
3. Edits item records as directed
4. Edits bibliographic records as directed
5. Assists with statistics for projects
6. Retrieves materials from the collection
7. Provides physical processing services
8. Keeps records and statistics
9. Assists with clerical and special projects

Required Qualifications:
1. Computer literacy, including working knowledge of Microsoft Office
2. Able to work independently
3. Able to follow written and verbal directions
4. Able to communicate well verbally and in writing
5. Able to perform precise and accurate work
6. Able to work at least 8-20 hours per week during normal business hours
7. Able to work at least 2 semesters

For Music Cataloging 1 position only,
8. Reading knowledge of music

Preferred Qualifications:
1. Some exposure to library standards and practices
2. Previous library experience
3. Able to work during some intersessions

For Music Cataloging 1 position only,
4. Bibliographic knowledge of German and/or a Romance language