Title: Cataloging 2  
Pay Rate: Intermediate

Work assignments require special knowledge, skills, or abilities; some independent judgment or initiative; a considerable knowledge of the work processes as obtained through on-the-job experience or formal training; may involve supervisory responsibilities for an activity of limited scope; and may require some physical exertion.

General Description:
Provide simple and complex copy cataloging and some original cataloging of library resources using the OCLC WorldCat database and Innovative Interfaces Inc. local catalog. Create bibliographic, item, and check-in records following local and national standards. Perform subject analysis and assign subject headings and classification numbers. Provide authority record quality control and bibliographic corrections based on authority record analysis.

Typical Duties and Responsibilities:
1. Catalogs using OCLC WorldCat database and the Innovative Interfaces, Inc. local catalog.
2. Does basic and complex copy cataloging under supervision, which includes upgrading minimal level records to full level
3. Does original cataloging under close supervision
4. Assigns classification numbers and resolves call number conflicts
5. Performs bibliographic record editing and problem analysis
6. Performs subject analysis and assigns LCSH and MeSH
7. Does record maintenance in the staff mode of the local catalog for authority, bibliographic, item and check-in records
8. Keeps records and statistics
9. Participates in 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 10-20 hours per week during normal business hours
7. Able to work at least 2 semesters before graduation

May be required for some Cataloging 2 positions with a particular focus:
8. Enrolled in a KSU graduate library school program and either currently taking or have taken the course Information Organization
9. Reading knowledge of music
Preferred Qualifications:

1. Enrolled in a KSU graduate library school program and either currently taking or have taken the course, Information Organization
2. Bibliographic knowledge of a foreign language, particularly German and/or a Romance language
3. Experience with or knowledge of library standards such as RDA, MARC, LCSH, MeSH, LCC, NLM, NAF, and LCGFT
4. Previous library experience
5. Interest in technical services librarianship
6. Ability to work during some intersessions
7. Able to work at least 1 full year (three semesters)