Title: Cataloging 3  
Pay Rate: Highly Specialized

Work assignments require advanced, highly specialized knowledge, skills, or abilities; independent decision making and problem solving skills; extensive training or specialized professional training; demonstrated ability to perform the duties involved; may include supervisory and administrative responsibilities for large or complex activities; and may require some physical exertion.

General Description:  
Provide complex copy and original cataloging of library resources using the OCLC WorldCat database and the Innovative Interfaces Inc. local catalog. Create bibliographic, item, check-in, and authority records following complex 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. May create authority records.

Typical Duties and Responsibilities:  
1. Catalogs using the OCLC WorldCat database and the Innovative Interfaces, Inc. local catalog  
2. Does basic copy cataloging under minimal supervision  
3. Does complex copy cataloging under low supervision, which includes upgrading minimal level records to full level  
4. Does original cataloging under moderate supervision  
5. Assigns classification numbers and resolves call number conflicts  
6. Performs bibliographic record editing and problem analysis  
7. Performs subject analysis and assigns LCSH and MeSH  
8. Does record maintenance in the staff mode of the local catalog for authority, bibliographic, item and check-in records  
9. Provides cataloging training to other students and para-professionals  
10. Creates name authority records for contribution to the OCLC WorldCat database and the Library of Congress’s authority file  
11. Keeps records and statistics  
12. Participates in special projects

Required Qualifications:  
1. Enrolled in a KSU graduate library school program and either currently taking or have taken the course Information Organization  
2. Previous experience working in library technical services  
3. Experience with or knowledge of library standards such as RDA, MARC, LCSH, MeSH, LCC, NLM, NAF, and LCGFT  
4. Computer literacy, including working knowledge of Microsoft Office  
5. Able to work independently  
6. Able to follow written and verbal directions  
7. Able to communicate well verbally and in writing
8. Able to perform precise and accurate work
9. Able to work at least 12-20 hours per week during normal business hours
10. Able to work at least 1 semester before graduation

May be required for some Cataloging 3 positions with a particular focus:
11. Reading knowledge of music

Preferred Qualifications:
1. Bibliographic knowledge of a foreign language, particularly German and/or a Romance language
2. Interest in technical services librarianship
3. Experience in training others
4. Ability to work during some intersessions
5. Able to work at least 2 semesters before graduation