University of Maryland Libraries
Position Description Form

Check one: Faculty: Exempt: X  Non-Exempt:  Other: _____

FOR LIBRARY HR USE ONLY——102853

Date Prepared: 10/05/2018
Division: Collection Strategies and Services

Prepared by: Kathy Glennan
Department: Original & Special Collections Cataloging

Reports to: Supervisor for Non-Roman and Special Collections Cataloging
Position Title: East Asian Cataloging Coordinator

Nature of Work

Independently performs original and complex copy cataloging of East Asian library resources in all subjects and formats, and for cataloging other text-based resources. Performs complex problem solving related to bibliographic database corrections and collection relocation. Applies relevant national, University System of Maryland and Affiliated Institutions (USMAI), and local policies. Provides support for library staff for resolution of problems with bibliographic, holdings, and item records. Participates in planning and implementation of policies, workflows, and special projects to achieve departmental goals and objectives. Assists in the planning and management of assigned projects; on occasion may take a leadership role on a project. Participates in committees and group activities in the department, division, and University Libraries.

DUTIES AND RESPONSIBILITIES

Job Responsibilities (75%)

Cataloging

- Independently performs original and complex copy cataloging of East Asian resources in all subjects and formats, and for other collections as needed. Cataloging requires knowledge of workflow processes, a clear understanding of acceptable practices and policies, and the application of appropriate national and local standards.
- Recognizes when a bibliographic record requires extensive enhancing or the creation of a new record. Enhances existing record or creates a new one using national and local cataloging standards and documentation. Assigns classification numbers to resources as needed.
- Collaborates and communicates with supervisor and affected public services staff concerning cataloging priorities and access issues to ensure efficient workflows. Ensures that materials are being processed in a timely and cost-effective manner.
- Participates on non-MARC ongoing cataloging projects as needed.

Offers language expertise (in one or more East Asian languages)

- Assists in the selection of East Asian books and manages acquisition lists.
- Serves as an East Asian language expert within the Libraries in other areas as needed.
Participates in maintaining the accuracy of bibliographic description and holdings information

- Creates, edits, and deletes holdings and item records in local bibliographic databases, in the course of cataloging, collection relocation, or systematic bibliographic database cleanup activities. Merges records as needed. Updates cutter numbers within classification numbers according to Library of Congress guidelines to ensure unique classification numbers.
- Ensures accurate bibliographic and holdings information in USMAI catalog.

Follows and applies national and local standards and guidelines

- Independently applies national and local standards, as well as departmental documentation, using judgment and experience in the course of work. Understands when to make an exception to national or local standards and practices. Knows when and how to refer a problem to or to seek clarification from appropriate person or work group.
- Applies institutional preservation guidelines to ensure materials go to shelves in appropriate condition for use. Alerts Preservation Department when special attention is needed.
- Reports need for correction of records to consortium institutional contacts when appropriate.

**Collaboration and Communication (10%)**

- Works and communicates effectively as a member of the unit, department, and division. Stays informed about issues relevant to the work.
- Collaborates with Library staff to identify and report problems with data integrity, to provide or contribute to solutions to systematic problems, and to develop or improve service, policies, workflows and procedures.
- Regularly reports statistics through the online statistics form.
- Provides support to colleagues on workflows and projects.

**Professional Development (10%)**

- Acquires new skills, knowledge, and competencies needed to improve work processes, and shares them with the appropriate colleagues.
- Attends professional development opportunities in subjects related to assigned responsibilities.

**Other Duties and Responsibilities (5%)**

- Performs other duties as assigned.

**PHYSICAL DEMANDS**

- Able to work for extended periods at a computer screen using a graphical user interface, in a multiple window environment with a variety of font sizes.
- Able to maintain sustained concentration with detailed work.
- Moderate physical activity is required for lifting books, pushing book trucks, and packing/disposing of materials.
- Able to lift moderately heavy materials, work with dusty materials, and carefully handle materials in poor condition.
- Requires traveling to other buildings on campus and working in a variety of situations.
SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

Required: Bachelor’s degree, or an equivalent combination of education and experience.

Proficiency in reading, writing, and speaking one East Asian language (Chinese, Japanese, Korean).

Preferred: Proficiency in reading, writing, and speaking more than one East Asian language.

EXPERIENCE:

Required: Minimum of three years of relevant experience in libraries with a minimum of two years of cataloging and/or database maintenance experience. Ability to catalog resources in multiple formats. Proficiency with searching and retrieving bibliographic records in integrated library systems. Ability to manage and prioritize a broad variety of tasks. Understanding of technical services operations and emerging cataloging issues and trends. Proficiency with the Windows interface, desktop computer applications, and a major email client. Ability to work in the environment described in “Physical Demands.” Ability to take direction, as well as work independently, as part of a unit and department in a production-oriented, quality focused, dynamic environment. Excellent interpersonal and communication skills. Evidence of strong customer service orientation. Working knowledge of Library of Congress Romanization schemes for East Asian languages.

Preferred: Demonstrated knowledge of cataloging standards and practices including access point verification, cataloging rules such as Resource Description and Access (RDA) or the Anglo-American Cataloguing Rules 2nd Ed. (AACR2) and their related policy statements, LC classification, LCSH, and MARC bibliographic, holding and authority formats. Familiarity with OCLC Connexion (client or browser). Familiarity with non-MARC metadata standards. Reading knowledge of a western European language (French, Spanish, German).

Employee’s Signature __________________________________________ Date __________________________

Print Employee’s Name ________________________________________________________________

Supervisor’s Signature __________________________________________ Date __________________________

*Note: Asterisk indicates these are essential job functions.

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