UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

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

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Date Prepared: August 16, 2019
Prepared by: Kathy Glennan
Reports to: Senior Catalog Librarian, Supervisor
Division: Collection Strategies and Services
Department: Original and Special Collections Cataloging
Position Title: Monographs and Media Cataloger

NATURE OF WORK
Responsible for performing original and complex copy cataloging of monographs held by Special Collections and University Archives (SCUA), and for audiovisual and streaming media resources for the general collection, in all subjects and in various languages. Creates and updates records following the standards of the Program for Cooperative Cataloging, producing BIBCO and NACO records as appropriate. Applies relevant national, University System of Maryland and Affiliated Institutions (USMAI), and local policies. Performs complex problem solving related to bibliographic database corrections. Provides support for library employees 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

Original and Complex Copy Cataloging (60%)

- Independently performs original and complex copy cataloging for special collections monographic materials, and for audiovisual, streaming media, and other non-book formats in all subjects and in various languages. 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 personnel concerning cataloging priorities and access issues to ensure efficient workflows. Ensures that materials are processed in a timely and cost-effective manner.
Maintains knowledge of trends in cataloging standards and library automation through participation in regional and national meetings and electronic communication.

Participates in non-MARC metadata projects as needed.

Contributes to Local, Regional, and National Cooperative Cataloging Programs (5%)

- Participates in the Program for Cooperative Cataloging, creating or proposing BIBCO and NACO records as appropriate. Makes proposals for subject headings through the Library's SACO coordinator as needed.
- Collaborates with stakeholders for digitization projects, offering advice on taxonomy, vocabularies, etc. as needed.

Participates in maintaining the accuracy of bibliographic description and holdings information (10%)

- 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.
- Serves as a resource person in the department, division, Library, and the USMAI consortium on matters pertaining to cataloging and database maintenance.
- Independently applies national and local standards, as well as departmental documentation, 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 department and division. Stays informed about issues relevant to the work.
- Collaborates with Library personnel 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 tracks and 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.
- Contributes to the University’s and Libraries’ goals regarding equity and inclusion

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 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: Master’s degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree.

EXPERIENCE

Required: Minimum of one year of professional cataloging experience in an academic, research, or special library in one or more of the following areas: special collections cataloging, monographs cataloging, audiovisual (physical formats and streaming), or other non-book cataloging. Knowledge of and proficiency with automated library systems, RDA and related policy statements, LC classification, LCSH and related thesauri, MARC 21 formats, and OCLC Connexion. Understanding of technical services operations, Library of Congress cataloging practices and procedures, emerging cataloging issues and trends. Ability to catalog European language materials.

Ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Excellent interpersonal skills. Ability to work both independently and collaboratively in a congenial team environment and to interact effectively with a broad variety of personnel within and outside of Collection Services. Ability to communicate clearly, knowledgably and personably, orally and in writing, with all persons potentially affected by the scope of the work. Evidence of strong customer service orientation. Ability to meet standards for achieving permanent status.

Preferred: Experience with PCC programs. Knowledge of DCRM and DACS. Experience cataloging audiovisual resources. Understanding of media copyright issues, particularly regarding streaming and reformatting. Reading knowledge of at least one foreign language (German, Japanese, or Russian
desire). Familiarity with emerging linked data models such as BIBFRAME; familiarity with common metadata standards. Experience in creating metadata for digital projects.

FACULTY REQUIREMENTS: This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self-directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult: http://www.president.umd.edu/policies/2014-ii-100b.html.

Employee’s Signature __________________________________________ Date ______________

Print Employee’s Name __________________________________________

Supervisor’s Signature __________________________________________ Date ______________

*Note: Asterisk indicates these are essential job functions.