

CATALOGING ASSISTANT- TEMPORARY PART-TIME- LTE

Wisconsin Valley Library Service (WVLS) is seeking a part-time Cataloging Support Specialist to work on data cleanup projects. This position reports directly to the WVLS ILS Administrator and WVLS Director, and is responsible for:

- Review and enrichment of MARC records.
- Bibliographic record clean up
- MARC cataloging according to local standards
- Other database cleanup tasks as needed

WVLS is a federated public library system located in Wausau, WI which provides service to 25 public libraries and approximately 200 non-public libraries in its 7-county service area.

This is a limited term (3 month), part time position of 10-15 hours per week or up to 30 hours per pay period. The position allows for a hybrid of in-person and remote work, or entirely remote work.

Qualifications:

Qualified candidates have a Bachelor's degree supplemented by training or experience in library technical services. Coursework toward or Masters degree in library science from an ALA accredited library school, or two or more years' experience in MARC cataloging are preferred.

Candidates must be self motivated, detail oriented, and able to perform tasks accurately with minimum supervision. Candidates should have excellent interpersonal, and communication skills.

Work for this position may be conducted 100% remotely with a requirement that the employee is expected to have access to secure high speed internet. WVLS will provide a laptop.

Candidates must have experience with MarcEdit or cataloging with Innovative's Sierra Integrated Library System. Experience with creating and editing MARC records, and copy cataloging is required. Knowledge of cataloging standards, and experience with RDA, LCCN, LCSH and name authorities is desirable.

Selected applicants will be expected to complete a skills test in either MarcEdit or Innovative's Sierra Integrated Library System.

Compensation: \$23.00 - \$25.00 depending on experience.

Application Deadline: 3/18/2024

A complete job description is included below. Questions about this position should be directed to the WVLS Business Manager Brenda Walenton bwalenton@wvls.org or 715-261-7250.

To apply, submit a cover letter and resume to Brenda Walenton bwalenton@wvls.org.

Applications received by Sunday, March 18 will receive first consideration. The position will remain open until a qualified candidate is determined.

JOB TITLE: Cataloging Assistant

CLASSIFICATION AND PAY GRADE: Library Assistant II or III depending on qualifications

Definition

Under the general direction and oversight of the WVLS ILS Administrator and WVLS Director, the Wisconsin Valley Library Service (WVLS) Cataloging Assistant is responsible for:

- Review and enrichment of MARC records
- Bibliographic record clean up
- MARC cataloging according to local standards
- Other database cleanup tasks as needed

General Duties / Examples of work

(The list below is intended to describe the general content of and major responsibilities for performance of the position. It is not intended to be an exhaustive statement of job duties or requirements):

- Reviews and improves bibliographic records according to OCLC and local standards
- Reviews and improves item and patron records as directed
- Communicates regularly with the WVLS ILS Administrator and the ILS Database Support Specialist

Knowledge, Skills And Duties

- Self motivated, detail oriented, and able to perform tasks accurately with minimum supervision
- Excellent interpersonal, and communication skills
- Demonstrable experience with MarcEdit or cataloging with Innovative's Sierra Integrated Library System
- Experience with creating and editing MARC records, and copy cataloging
- Knowledge of cataloging standards, and experience with RDA, LCCN, LCSH and name authorities is desirable
- Ability to work effectively and cooperatively as a team member
- Ability to use or quickly learn appropriate computer software, web applications, equipment, and tools

Education and Experience

- Proven experience in library technical services and MARC cataloging
- Coursework toward a Masters in library science from an ALA accredited library school is a plus

NOTE: In evaluating candidates for this position, WVLS may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.

Mental Requirements

- Communication skills: effectively communicate ideas and information both in written and oral forms and in standard English
- Time management: manage multiple projects, set priorities, and meet project and assigned deadlines

- Reading ability: effectively read and understand information contained in professional resources, memoranda, reports, and bulletins

Physical Demands

- While performing the duties of this job, the employee is occasionally required to: sit; use hands to write, grasp, and keyboard; talk; hear
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus

Work Environment

- This position provides for a flexible combination of in-person and remote work, or entirely remote work
- Heated and air-conditioned office environment
- Noise level is usually low to moderate
- Friendly and courteous staff and supervisors
- Must be available to attend occasional training sessions and team meetings during the workday remotely or in-person. (8:00 am - 5:00 pm Central standard time)
- Consistent and punctual responsiveness during working hours is required for employment