



Illinois Heartland Library System

Job Description

Position Title: CMC Cataloger

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 7

Summary:

The Cataloger performs original and copy cataloging, database maintenance, authority control, and provides training and support for libraries. This position also resolves cataloging problems, provides advice, conducts training and presentations, and provides information on best practices and policies in cataloging. This is accomplished by keeping current on relevant programs and services that enhance the ability of library staff to provide quality information to patrons in an effective and efficient manner.

Essential Duties and Responsibilities:

Administrative Duties

- Develop constructive and cooperative working relationships with internal staff, staff from libraries, and other relevant community leaders.
- Keep records of actions taken for libraries.
- Provide accurate and timely information in a language and format that is easily understood by library staff and colleagues.
- Consult with libraries to resolve cataloging and database problems, report trends in bibliographic services, answer questions, and discuss options for handling library materials.

CMC Cataloger Duties

- Perform original and complex cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply Resource Description and Access (RDA), Library of Congress Subject Headings (LCSH), Dewey Decimal Classification (DDC), Library of Congress Classification (LCC), and OCLC's Bibliographic Formats and Standards in cataloging and classifying library materials.
- Provide access to bibliographic records for all libraries in Illinois.
- Develop and deliver presentations to library staff and others, promoting the CMC and cataloging concepts.
- Perform database maintenance for bibliographic records.
- Create Name Authority Cooperative (NACO) authority records.

CMC Cataloger (continued)

- Load Machine-Readable Cataloging (MARC) record files or export MARC records for Illinois libraries and communicate necessary changes.

Supervised by: Bibliographic Grant Manager

Supervises: None

Minimum Education and Experience:

- MLS degree from an ALA accredited library school with coursework in cataloging, or at least five years of experience in original and copy cataloging preferred.
- Five years of experience in classification of all formats of library material using Resource Description and Access (RDA), Dewey Decimal and Library of Congress classifications, LC subject headings (LCSH), and MARC records highly preferred.
- Experience with computerized cataloging databases and experience in OCLC Connexion preferred.
- Experience with training and presenting, in-person or online, preferred.

Licenses or Certifications Required: Valid driver's license or ability to travel.

Knowledge, Skills, and Abilities Required:

- Good working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- Excellent knowledge of computerized cataloging.
- Excellent knowledge of standard bibliographic sources and verification tools.
- Good knowledge of professional library theories, issues, and trends.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effectiveness.
- Good oral and written communication skills.
- Ability to provide quality customer service, making sure that the customer's needs are understood and met.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely, and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers and library staff.
- Ability to travel as required.
- Ability to work independently in a remote environment.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work may be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping, or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing, and talking.

CMC Cataloger (continued)

- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Prolonged use of a computer with continuous sitting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014
Revised April 2021
Revised September 2021
Revised February 2022
Revised September 2024



Illinois Heartland Library System

Job Description

Position Title: CMC Cataloging Assistant

FLSA: Non-exempt

Location: All

Employee Type: Full-time or Part-time

Pay Type: Salaried

Fiscal Classification: Support Services

Salary Grade: 4

Summary:

The CMC Cataloging Assistant performs original and copy cataloging based on current standards, performs database maintenance and authority control, and assists in training. The Cataloging Assistant resolves cataloging problems and maintains shared consortial catalogs.

Essential Duties & Responsibilities:

Administrative Duties

- Provides accurate and timely information in a language and format that is easily understood by members and colleagues.

Cataloging Duties

- Maintain the integrity of consortial databases through the addition, deletion, and editing of bibliographic and item records.
- Perform copy cataloging of limited formats of library materials for Illinois libraries.
- Interpret and apply Library of Congress Subject Headings (LCSH), Dewey Decimal and Library of Congress Classification Systems, AACR2, RDA, and OCLC Bibliographic Formats and Standards in cataloging and classifying library materials.
- Maintain authority records and perform needed authority work in the database.

Supervised by CMC Cataloging Supervisor

Supervises: None

Minimum Education and Experience:

- Library Technical Assistant degree, applicable certification, or successful completion of cataloging class or equivalent experience.
- At least two years of experience in copy cataloging and classification of library material preferred.
- Experience with computerized cataloging databases.

Licenses or Certifications Required: Valid driver's license or ability to travel.

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CMC Cataloging Assistant (continued)

Knowledge, Skills, and Abilities Required:

- Knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library copy cataloging and classification.
- Knowledge of computerized cataloging, bibliographic and circulation system databases.
- Knowledge of standard bibliographic sources, bibliographic forms, and verification tools.
- Some knowledge of professional library theories, issues, and trends.
- Some knowledge of principles and methods for teaching and instructing individuals and groups.
- Good written and oral communication skills.
- Ability to provide quality customer service, making sure that the customer's needs are understood and met.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers and library staff.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for regular or occasional telecommuting.

Physical Requirements:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally lift, carry, push, pull, or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Prolonged use of a computer with continuous sitting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

CMC Cataloging Assistant (continued)

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014
Revised April 2021
Revised ~~September~~ July 2024



Illinois Heartland Library System

Job Description

Position Title: CMC Cataloging Supervisor

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 8

Summary: The CMC Cataloging Supervisor performs original cataloging, database maintenance, authority control, and provides training and presentations for libraries. This position also resolves cataloging problems, provides advice and information on best practices and up-to-date policies in cataloging. This is accomplished by keeping current on relevant programs and services that enhance the ability of library staff to provide quality information to patrons effectively and efficiently. The CMC Cataloging Supervisor will supervise and plan the work of CMC catalogers and interns, to ensure that planned goals for the department are achieved.

Essential Duties & Responsibilities:

Administrative Duties

- Develop constructive and cooperative working relationships with internal staff, staff from libraries, and other relevant community leaders.
- Keep records of inquiries, complaints, and comments, as well as actions taken for library staff.
- Provides accurate and timely information in a language and format that is easily understood by members and colleagues.
- Prepare statistical reports.
- Consult with libraries to resolve cataloging and database problems, report trends in bibliographic services, answer questions, and discuss options for handling library materials.

Cataloging Duties

- Approximately 40% of time will be spent on cataloging and complex database cleanup.
- Performs original and complex cataloging of all formats of library materials to facilitate their identification, access, and use.
- Maintain the integrity of the bibliographic database through the addition, deletion, and editing bibliographic records, as well as authority control.
- Interpret and apply Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification Systems, Resource Description and Access (RDA), and

CMC Cataloging Supervisor (continued)

OCLC's Bibliographic Formats and Standards in cataloging and classifying library materials.

Advanced Cataloging

- Create authority records.
- Catalog advanced formats, such as world language materials, kits, realia, among others.

Training Duties

- Approximately 30% of time will be spent on training and presentations.
- Develop training programs for library staff and others, including training on more advanced concepts, such as classification systems and more in-depth cataloging courses.
- Write and maintain cataloging policies and manuals.

Supervisory Duties

- Approximately 30% of time will be spent combined on supervision and Administrative duties.
- Hire, train, supervise, and evaluate CMC staff and interns.
- Coordinate workflow and projects for CMC staff and interns.
- Review activity reports and other performance data to measure productivity and goal achievement, and/or program improvement.
- Facilitate special projects.

Supervised by: Bibliographic Grant Manager

Supervises: CMC Catalogers, CMC Cataloging Assistant, CMC Interns

Minimum Education and Experience:

- MLS from an ALA-accredited library school and three years of professional cataloging experience, or 10 years of experience in original and copy cataloging.
- Experience cataloging in OCLC Connexion, highly preferred.
- Library administration or supervisory experience preferred.

Licenses or Certifications Required: Valid driver's license or ability to travel.

Knowledge, Skills, and Abilities Required:

- Excellent knowledge of the principles and procedures of professional library work including methods, practices, techniques of library cataloging and classification.
- Excellent knowledge of standard bibliographic sources, bibliographic forms, and verification tools.
- Excellent knowledge of computerized cataloging, bibliographic and circulation system databases.
- Excellent knowledge of principles and methods for curriculum and training design, teaching, and evaluation for individuals and groups.
- Knowledge of professional library theories, issues, and trends.
- Knowledge of current library technologies.
- Ability to provide quality customer service, making sure that the customer's needs are understood and met.
- Ability to set goals and meet deadlines.

CMC Cataloging Supervisor (continued)

- Ability to analyze internal processes and recommend and implement procedural changes to improve operations.
- Ability to work in an organization that embraces customer service.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be timely in responding to requests.
- Ability to perform detail-oriented tasks.
- Ability to be flexible, to use time wisely, and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers and library staff.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping, or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing, writing, and talking.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Prolonged use of a computer with continuous sitting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012

CMC Cataloging Supervisor (continued)

Revised June 2014

Revised April 2021

Revised February 2022

Revised July 2024



Illinois Heartland Library System

Job Description

Position Title: CMC Training Cataloger

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 8

Summary: The CMC Training Cataloger performs original cataloging, database maintenance, authority control, and provides training for libraries. This position also resolves cataloging problems, provides advice, develops, and presents training and presentations, and provides information on best practices and up-to-date policies in cataloging. This is accomplished by keeping current on relevant programs and services. The CMC Training Cataloger will provide training on advanced cataloging topics, including teaching multi-week courses.

Essential Duties & Responsibilities:

Administrative Duties

- Approximately 20% of time will be spent on administrative duties.
- Develop constructive and cooperative working relationships with internal staff, staff from libraries, and other relevant community leaders.
- Keep records of inquiries, complaints, comments, and actions taken for library staff.
- Provides accurate and timely information in a language and format that is easily understood by members and colleagues.
- May prepare statistical reports.
- Consult with libraries to resolve cataloging and database problems, report trends in bibliographic services, answer questions, and discuss options for handling library materials.

Cataloging Duties

- Approximately 40% of time will be spent on cataloging and complex database cleanup.
- Performs original and complex cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification Systems, Resource Description and Access (RDA), and OCLC's Bibliographic Formats and Standards in cataloging and classifying library materials.

Advanced Cataloging

- Create authority records.

CMC Training Cataloger (continued)

- Catalog advanced formats, such as world language materials, kits, realia, among others.

Training Duties

- Approximately 40% of time will be spent on training and presentations.
- Develop training courses for library staff and others, including training on more advanced concepts, classification systems and more in-depth cataloging courses.
- Write and maintain cataloging policies and manuals.

Supervised by: Bibliographic Grant Manager

Supervises: None

Minimum Education and Experience:

- MLS from an ALA-accredited library school and three years of professional cataloging experience, or 10 years of experience in original and copy cataloging.
- Experience cataloging in OCLC Connexion highly preferred.

Licenses or Certifications Required: Valid driver's license or ability to travel.

Knowledge, Skills, and Abilities Required:

- Excellent knowledge of the principles and procedures of professional library work including methods, practices, techniques of library cataloging and classification.
- Excellent knowledge of standard bibliographic sources, bibliographic forms, and verification tools.
- Excellent knowledge of computerized cataloging, bibliographic and circulation system databases.
- Excellent knowledge of principles and methods for curriculum and training design, teaching, and evaluation for individuals and groups.
- Knowledge of professional library theories, issues, and trends.
- Knowledge of current library technologies.
- Ability to provide quality customer service, making sure that the customer's needs are understood and met.
- Ability to set goals and meet deadlines.
- Ability to analyze internal processes and recommend and implement procedural changes to improve operations.
- Ability to work in an organization that embraces customer service.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be timely in responding to requests.
- Ability to perform detail-oriented tasks.
- Ability to be flexible, to use time wisely, and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers and library staff.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting: This position allows for occasional or and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping, or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing, writing, and talking.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Prolonged use of a computer with continuous sitting.

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Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014
Revised April 2021
Revised February 2022
Revised September 2024



Illinois Heartland Library System

Job Description

Position Title: SHARE Cataloger

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 7

Summary:

The SHARE Cataloger performs original and copy cataloging, database maintenance, authority control, and provides training and support for libraries. This position also resolves cataloging problems, provides advice, conducts training and presentations, and provides information on best practices and policies in cataloging. This is accomplished by keeping current on relevant programs and services that enhance the ability of library staff to provide quality information to patrons effectively and efficiently.

Essential Duties and Responsibilities:

Administrative Duties

- Develop constructive and cooperative working relationships with internal staff, staff from libraries, and other relevant community leaders.
- Keep records of actions taken for libraries.
- Provide accurate and timely information in a language and format that is easily understood by library staff and colleagues.
- Consult with libraries to resolve cataloging and database problems, report trends in bibliographic services, answer questions, transmit information, and discuss options for handling library materials.

SHARE Cataloger Duties

- Perform original and complex cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply Resource Description and Access (RDA), Library of Congress Subject Headings (LCSH), Dewey Decimal Classification (DDC), Library of Congress Classification (LCC), and OCLC's Bibliographic Formats and Standards in cataloging and classifying library materials.
- Develop and deliver presentations to library staff and others on cataloging concepts and best practices.
- Perform database maintenance for bibliographic records and holdings records.
- May create Name Authority Cooperative (NACO) authority records.

SHARE Cataloger (continued)

- Load Machine-Readable Cataloging (MARC) record files or export MARC records for member libraries and communicate necessary changes.

Supervised by: SHARE Cataloging Supervisor

Supervises: None

Minimum Education and Experiences:

- MLS degree from an ALA accredited library school with coursework in cataloging, or at least five years of experience in original and copy cataloging preferred.
- Five years of experience in classification of all formats of library material using Resource Description and Access (RDA), Dewey Decimal and Library of Congress classifications, LC subject headings (LCSH), and MARC records highly preferred.
- Experience with computerized cataloging databases and experience in OCLC Connexion preferred.
- Experience with training and presenting, in-person or online, preferred.

Licenses or Certifications Required: Valid driver's license or the ability to travel.

Knowledge, Skills, and Abilities Required:

- Good working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- Excellent knowledge of computerized cataloging.
- Excellent knowledge of standard bibliographic sources and verification tools.
- Good knowledge of professional library theories, issues, and trends.
- Effective presentation skills.
- Good oral and written communication skills.
- Ability to establish and maintain effective working relationships with IHLS staff and staff from other libraries.
- Ability to provide quality customer service, making sure that the customer's needs are understood and met.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely, and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers and library staff.
- Ability to travel as required.
- Ability to work independently in a remote environment.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work may be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping, or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing, and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Prolonged use of a computer with continuous sitting.

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Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014
Revised April 2021
Revised September 2021
Revised February 2022
Revised September 2024



Illinois Heartland Library System

Job Description

Position Title: SHARE Cataloging Assistant

FLSA: Non-exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Support Services

Salary Grade: 4

Summary:

The SHARE Cataloging Assistant completes copy cataloging for the Express Cataloging Program based on current standards and performs database maintenance and authority control. The Cataloging Assistant provides limited support for SHARE members and assists in resolving cataloging problems and maintaining the online catalog.

Essential Duties & Responsibilities:

Administrative Duties

- Provides accurate and timely information in a language and format that is easily understood by members and colleagues.

Cataloging Duties

- Completes copy cataloging for SHARE members in the Express Cataloging program.
- Maintain the integrity of the bibliographic database through the addition, deletion, and editing of bibliographic and item records.
- Interpret and apply Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification Systems, AACR2, RDA, and OCLC Bibliographic Formats and Standards in cataloging and classifying library materials.
- Maintain authority records and perform needed authority work in the database.
- May assist in providing training and inventory support to new SHARE members.

Supervised by: SHARE Cataloging Supervisor

Supervises: None

Minimum Education and Experience:

- Library Technical Assistant degree, applicable certification, or successful completion of cataloging class or equivalent experience.
- At least two years of experience in copy cataloging and classification of library material preferred.
- Experience with computerized cataloging databases.

Licenses or Certifications Required: Valid driver's license or ability to travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library copy cataloging and classification.
- Knowledge of computerized cataloging, bibliographic and circulation system databases.
- Knowledge of standard bibliographic sources, bibliographic form and verification tools.
- Some knowledge of professional library theories, issues, and trends.
- Good written and oral communications skills.
- Ability to provide quality customer service, making sure that the customer's needs are understood and met.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers and library staff.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional telecommuting.

Physical Requirements:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally lift, carry, push, pull, or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Prolonged use of a computer with continuous sitting.

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Employee (Print Name)

Employee Signature

Date

SHARE Cataloging Assistant (continued)

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014
Revised April 2021
Revised September 2024



Illinois Heartland Library System

Job Description

Position Title: SHARE Cataloging Supervisor

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 8

Summary: The SHARE Cataloging Supervisor performs original cataloging, database maintenance, authority control, and inventory support for libraries. This position also resolves cataloging problems, provides advice, offers training and presentations, and provides information on best practices and up-to-date policies in cataloging. The SHARE Cataloging Supervisor will supervise and plan the work of cataloging staff and interns, provide advanced cataloging training, and assist in the training of new SHARE member catalogers and barcoders.

Essential Duties & Responsibilities:

Administrative Duties

- Develop constructive and cooperative working relationships with internal staff, staff from libraries, and other relevant community leaders.
- Keep records of inquiries, complaints, comments, and actions taken for library staff.
- Provides accurate and timely information in a language and format that is easily understood by members and colleagues.
- May prepare statistical reports in coordination with the SHARE Bibliographic Services Manager.
- Consult with libraries to resolve cataloging and database problems, report trends in bibliographic services, answer questions, and discuss options for handling library materials.

Cataloging Duties

- Approximately 50% of time will be spent on cataloging and complex database cleanup.
- Performs original and complex cataloging of all formats of library materials to facilitate their identification, access, and use.
- Maintain the integrity of the bibliographic database through the addition, deletion, and editing of bibliographic and item records, as well as authority control.
- Interpret and apply Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification Systems, Resource Description and Access (RDA), and OCLC's Bibliographic Formats and Standards in cataloging and classifying library materials.

Training Duties

- Approximately 20% of time will be spent on training and presentations.
- Provide updates to cataloging standards to member libraries.
- Present training programs and workshops to library staff and others, including training on more advanced concepts and classification systems.
- Oversee catalogers in training.
- Write and maintain cataloging policies and manuals in conjunction with the SHARE Bibliographic Services Manager.

Supervisory Duties

- Approximately 30% of time will be spent combined on supervision and Administrative duties.
- Hire, train, supervise, and evaluate SHARE Bibliographic Services staff and interns.
- Coordinate work and projects for SHARE Bibliographic Services staff and interns.
- Review activity reports and other performance data to measure productivity and goal achievement in conjunction with the SHARE Bibliographic Services Manager.
- Facilitate special projects.

Supervised by: SHARE Bibliographic Services Manager

Supervises: SHARE Catalogers, SHARE Cataloging Assistant, SHARE Cataloging Interns

Minimum Education and Experience:

- MLS from an ALA-accredited library school and three years of professional cataloging experience, or 10 years of experience in original and copy cataloging.
- Experience cataloging in OCLC Connexion Client required.
- Experience cataloging in Polaris highly preferred.
- Library administration or supervisory experience is preferred.

Licenses or Certifications Required: Valid driver's license or ability to travel.

Knowledge, Skills, and Abilities Required:

- Excellent knowledge of the principles and procedures of professional library work including methods, practices, techniques of library cataloging and classification.
- Excellent knowledge of standard bibliographic sources, bibliographic forms, and verification tools.
- Excellent knowledge of computerized cataloging, bibliographic and circulation system databases.
- Excellent knowledge of principles and methods for curriculum and training design, teaching, and evaluation for individuals and groups.
- Knowledge of professional library theories, issues, and trends.
- Knowledge of current library technologies.
- Ability to provide quality customer service, making sure that the customer's needs are understood and met.
- Ability to set goals and meet deadlines.
- Ability to analyze internal processes and recommend and implement procedural changes to improve operations.
- Ability to work in an organization that embraces customer service.

SHARE Cataloging Supervisor (continued)

- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be timely in responding to requests.
- Ability to perform detail-oriented tasks.
- Ability to be flexible, use time wisely, and perform professional duties.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers and library staff.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping, or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing, writing, and talking.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Prolonged use of a computer with continuous sitting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014
Revised April 2021
Revised February 2022

SHARE Cataloging Supervisor (continued)

Revised September 2024



Illinois Heartland Library System

Job Description

Position Title: SHARE Training Cataloger

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 8

Summary: The SHARE Training Cataloger performs original cataloging, database maintenance, authority control, and inventory support for libraries. This position also resolves cataloging problems, provides advice, offers training and presentations, and provides information on best practices and up-to-date policies in cataloging. This is accomplished by keeping current on relevant programs and services. The SHARE Training Cataloger will create and provide advanced cataloging training and assist in the training of new SHARE member catalogers and barcoders.

Essential Duties & Responsibilities:

Administrative Duties

- Approximately 20% of time will be spent on administrative duties.
- Develop constructive and cooperative working relationships with internal staff, staff from libraries, and other relevant community leaders.
- Keep records of inquiries, complaints, comments, and actions taken for library staff.
- Provides accurate and timely information in a language and format that is easily understood by members and colleagues.
- May prepare statistical reports.
- Consult with libraries to resolve cataloging and database problems, report trends in bibliographic services, answer questions, and discuss options for handling library materials.

Cataloging Duties

- Approximately 40% of time will be spent on cataloging and database cleanup.
- Performs original and complex cataloging of all formats of library materials to facilitate their identification, access, and use.
- Maintain the integrity of the bibliographic database through the addition, deletion, and editing of bibliographic and item records, as well as authority control.
- Interpret and apply Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification Systems, Resource Description and Access (RDA), and OCLC's Bibliographic Formats and Standards in cataloging and classifying library materials.

Training Duties

- Approximately 40% of time will be spent on training and presentations.
- Trains SHARE members and SHARE cataloging staff on cataloging and updates to cataloging standards.
- Develop training programs and workshops for library staff and others, including training on more advanced concepts and classification systems.
- In conjunction with the SHARE Bibliographic Services Manager, helps oversee the SHARE training program for both new catalogers and new SHARE members.
- Write and maintain cataloging policies and manuals in conjunction with the SHARE Bibliographic Services Manager

Supervised by: SHARE Bibliographic Services Manager

Supervises: None

Minimum Education and Experience:

- MLS from an ALA-accredited library school and three years of professional cataloging experience, or 10 years of experience in original and copy cataloging.
- Experience cataloging in OCLC Connexion Client required.
- Experience cataloging in Polaris highly preferred.

Licenses or Certifications Required: Valid driver's license or the ability to travel.

Knowledge, Skills, and Abilities Required:

- Excellent knowledge of the principles and procedures of professional library work including methods, practices, techniques of library cataloging and classification.
- Excellent knowledge of standard bibliographic sources, bibliographic forms, and verification tools.
- Excellent knowledge of computerized cataloging, bibliographic and circulation system databases.
- Excellent knowledge of principles and methods for curriculum and training design, teaching, and evaluation for individuals and groups.
- Knowledge of professional library theories, issues, and trends.
- Knowledge of current library technologies.
- Ability to provide quality customer service, making sure that the customer's needs are understood and met.
- Ability to set goals and meet deadlines.
- Ability to analyze internal processes and recommend and implement procedural changes to improve operations.
- Ability to work in an organization that embraces customer service.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be timely in responding to requests.
- Ability to perform detail-oriented tasks.
- Ability to be flexible, to use time wisely, and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.

- Ability to demonstrate a positive attitude towards co-workers and library staff.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

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