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Catalog Metadata Assistant (Monographic E-Resources)

Georgia Southern University, Zach S. Henderson Library

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Name: Nathan Banks

Position Number: 10011642

Classification Title: Staff Assistant

Library Title: Cataloging and Metadata Assistant (Monographic E-Resources)

Library Department: Collection and Resource Services

Direct Supervisor: Metadata Quality Manager

Description: The Cataloging and Metadata Assistant is responsible for maintaining catalog records for monographic electronic resources. The Cataloging and Metadata Assistant manages new and withdrawn electronic books by searching for, exporting and batch editing bibliographic records; creating electronic portfolios and maintaining electronic monograph collections in Alma; maintaining catalog records through quality checks of edited bibliographic records; withdrawing monographic electronic resources; and creating or updating holdings in OCLC Connexion.

Duties:

- Receives and organizes information regarding monographic electronic resources acquired for addition to or removal from the Alma.
- Downloads and edits vendor files of bibliographic records from provider sites.
- Imports records from OCLC and copy catalogs bibliographic records in Alma.
- Verifies the quality of bibliographic records in Alma, following PCC, Library of Congress guidelines and provided record examples.
- Uses MARC-Edit batch editing Task Lists to import and catalog bulk files of bibliographic records, including but not limited to OverDrive, Kanopy, Naxos and electronic “demand driven” monographs.
- Adds local holdings information in OCLC Connexion for electronic monographs.
- Creates electronic portfolios for new e-books and adds them to appropriate collections in Alma.
- Add records to “New Resources” collection; removes records from “New Resources” collection; audits the collection.
- Maintains quality of assigned digital collections by performing regular audits.
- Works independently on online record maintenance, ARC loading, and team projects.
- Maintains “Scheduled Tasks” and “Ad Hoc Audits” schedule for the department.
- Updates backup database link site on a scheduled basis.
- Curates and maintains the electronic reference books collection and assets in LibGuides.
- Records and monitors departmental cataloging statistics on a monthly and yearly basis.
- Performs all other duties as assigned.

Revised: 10/10/19