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Catalog Metadata Assistant (Monographs)

Georgia Southern University, Zach S. Henderson Library

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Name: Vanessa Cunningham

Position Number: 10011654

Classification Title: Staff Assistant

Library Title: Catalog Metadata Assistant (Monographs)

Department: Collection and Resource Services

Direct Supervisor: Library Technical Assistant (Cataloging/Metadata)

Description: The Cataloging and Metadata Assistant is primarily responsible for copy cataloging library materials to be added to the Library collections. Cataloging assignments include gift books; brief records for electronic theses and dissertations, and special cataloging projects as assigned. This position involves searching for and exporting bibliographic records for resources; checking the quality of catalog records; updating bibliographic records in Alma; and updating holdings information in both Alma and OCLC Connexion.

Duties:

- Searches Alma or OCLC Connexion and selects a matching bibliographic record for update or export following the prescribed guidelines for choosing a bibliographic record.
- Routes materials for advanced cataloging to appropriate staff member.
- Verifies the quality of bibliographic records in Alma, following PCC, Library of Congress guidelines and record examples.
- Imports and copy catalogs bibliographic records in Alma.
- Adds cataloging statistical data to bibliographic records.
- Performs preliminary cataloging for electronic theses and dissertations.
- Add records to “New Resources” collection in Alma.
- Creates or updates Holding Record information in Alma.
- Adds local holding records information in OCLC Connexion.
- Assists with departmental metadata quality projects.
- Performs all other duties as assigned.

Revised: 10/10/19