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8-21-2014

Catalog Metadata Assistant (Government Documents/ Processing)

Georgia Southern University, Zach S. Henderson Library

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Recommended Citation

Georgia Southern University, Zach S. Henderson Library, "Catalog Metadata Assistant (Government Documents/ Processing)" (2014). *Library Job Descriptions*. 6.
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Name: Ryan Lewis

Position Number: 10011651

Classification Title: Staff Assistant

Library Title: Catalog Metadata Assistant (Government Documents /Processing)

Library Department: Collection and Resource Services

Direct Supervisor: Library Technical Assistant (Cataloging and Metadata)

Description: The Catalog Metadata Assistant is primarily responsible for all aspects of processing for materials added to the Library Collections as well as copy and complex cataloging of government documents. This position involves routines associated with physical processing of Library materials in all physical formats; maintenance of records in Alma; updating bibliographic records in Alma; checking the quality of bibliographic records; and updating holdings information in both Alma and OCLC Connexion.

Duties:

- Performs copy cataloging of resources in Alma, including monographs, serials, and government documents.
- Checks the quality of bibliographic records in Alma following PCC and Library of Congress guidelines and record examples.
- Supervises students in the physical processing of Library resources in a variety of formats (attaching security devices, pockets, and labels, stamping/labeling materials with ownership information, creating and affixing call number labels to materials) for all collections.
- Creates packaging labels for non-book materials.
- Creates gift plates for donated materials.
- Revises item and holding records in Alma to reflect availability of recently processed materials and to trigger notices to requesting patrons.
- Pulls replaced and superseded materials from the shelves as new materials are added.
- Participates in relocation of materials within the collection and supervises re-processing for these projects as necessary.
- Maintains inventory and records of supplies needed for processing and makes requests for supply orders in a timely manner to assure that necessary processing supplies are stocked at all times.
- Develops and submits documentation for processing and copy cataloging routines.
- Directs the work of one or more student assistants.
- Assists with the training of new student workers as needed.
- Participates in special departmental metadata enhancement or relocation projects.
- All other duties as assigned.

Revised: 10/10/19