Cataloging and Metadata Assistant / Processor

Follow this and additional works at: https://digitalcommons.georgiasouthern.edu/lib-jobs

This job description is brought to you for free and open access by the Administrative Documents and Official Records at Digital Commons@Georgia Southern. It has been accepted for inclusion in Library Job Descriptions by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.
Official University Job Title: Library Assistant III

Library Title: Cataloging and Metadata Assistant / Processor

Description: Under the supervision of Library Technical Assistant/Cataloging and Metadata Supervisor, this position is primarily responsible for all aspects of processing for material added to the Library Collection and Catalog record maintenance. This position involves routines associated with physical processing of Library materials in all physical formats, and Alma and OCLC Connexion Record maintenance, as well as, updating bibliographic records in the Library Catalog, checking the quality of bibliographic records and updating holdings information in the Library Catalog and OCLC Connexion.

Duties:

Performs copy cataloging of resources in Alma, which may include monographs, serials, and government documents.

Checks the quality of bibliographic records in Alma following PCC and Library of Congress guidelines and record examples (Requires knowledge of bibliographic fields and standards)

Supervises physical processing of Library materials in all 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.

Revises item and holding records in the Alma to reflect availability of recently processed materials.

Pulls replaced and superseded materials from the shelves as new materials are added.

Participates in relocation of materials within the collection. Supervises re-processing for these projects as necessary.

Maintains inventory and records of supplies needed for processing. Makes requests for supply orders in a timely manner to assure that necessary processing supplies are stocked at all times.

Works with supervisors (Library Technical Assistant/Cataloging and Metadata Supervisor and Metadata Quality Manager) to keep documentation for Processing Work Routines current.

Directs the work of one or more Technical Services Student Assistant under the supervision of the Library Technical Assistant/Cataloging and Metadata Supervisor for Cataloging and Metadata Management. Assists with the training of new student workers as necessary.

Assists with ingest of materials into the institutional repository.

Works on special departmental projects as needed.
**Essential Duties & Responsibilities:**
List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

<table>
<thead>
<tr>
<th>Essential Functions &amp; Responsibilities (place an * next to new essential functions assigned to a job)</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalogs bibliographic records in Alma from DLC copy</td>
<td>35%</td>
</tr>
<tr>
<td>Checks the quality of bibliographic records in Alma following PCC and Library of Congress guidelines and record examples (Requires knowledge of bibliographic fields and standards)</td>
<td>10%</td>
</tr>
<tr>
<td>Physical processing of Library materials in all formats (attaching security devices, pockets, and labels, stamping/labeling materials with ownership information, creating and affixing call number labels to materials) for all collections</td>
<td>25%</td>
</tr>
<tr>
<td>Revises item and holding records in the Alma to reflect availability of recently processed materials.</td>
<td>15%</td>
</tr>
<tr>
<td>Participates in projects to relocate material within the collection. Performs re-processing for these projects as necessary.</td>
<td>10%</td>
</tr>
<tr>
<td>Creates packaging labels for non-book materials.</td>
<td>5%</td>
</tr>
</tbody>
</table>