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Library Job Descriptions

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### Library Technical Assistant (Cataloging/ Metadata)

Georgia Southern University, Zach S. Henderson Library

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**Name:** Lillian Brown

**Position Number:** 10011632

**Classification Title:** Library Technical Assistant

**Library Title:** Library Technical Assistant (Cataloging/Metadata)

**Direct Supervisor:** Catalog Metadata Librarian

**Description:** The Library Technical Assistant serves as a lead cataloger and performs complex cataloging of monographs, serials, music materials, media, and government documents; supervises cataloging metadata assistants in copy cataloging and materials processing; and trains staff and students in work routines. Catalogs new books, and resources requiring advanced cataloging.

**Duties:**

- Supervises and trains Cataloging and Metadata Assistants and students in work routines including copy cataloging of monographs and government documents.
- Performs copy and complex cataloging for all new library resources in a variety of formats including audiovisual materials, music materials, monographs, government documents, and titles in monographic series.
- Catalogs legacy government documents and routes them for ARC storage.
- Routes new materials to proper locations and processes RUSH cataloging requests.
- Ensures quality control for monographic cataloging.
- Answers cataloging team member questions regarding cataloging rules, work routines and procedures.
- Participates in workflow design, review and revision; assists with documentation and testing of workflows.
- Serves as a contact person for Access Services and Interlibrary Loan requests for material in-process.  
Processes serial title cancellations.
- Participates in cataloging metadata enhancement projects including but not limited to batch metadata cleanup, record enhancement, and resource relocations. Performs all other duties as assigned.

**Revised: 10/10/19**