Library Technical Assistant (Cataloging/ Metadata)

Lillian Brown

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

Recommended Citation

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.
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