



Official University Job Title: Library Technical Assistant for Cataloging and Metadata

Library Title: Library Technical Assistant/Cataloging and Metadata Supervisor

Reports to: Debra Skinner, Interim Department Head, Coordinator of Cataloging and Metadata-CR&S Dept.

Directly Supervises: Cataloging and Processing Unit (3 Library Assistant III's) and two Technical Services Student Assistants

Position Summary: The Library Technical Assistant/Cataloging and Metadata Supervisor oversee the cataloging of all library materials and labeling procession. Also works closely with the Interim Department Head, Coordinator of Cataloging and Metadata to ensure efficient and accurate receipt of material, preparation of invoices for payment processing and resolution of receiving problems.

Description: Under the direction of the Interim Department Head/Coordinator of Cataloging and Metadata, the Library Technical Assistant/Cataloging and Metadata supervisor shares responsibility for hiring, training, and managing three Library Assistant IIIs and two part-time student assistants. Supervise Cataloging and Processing unit staff in their work routines. Including the following: sorting and triaging incoming material by vendor, separating firm and approval order shipments, properly identifying and prioritizing material that may require "rush" or other special processing, (e.g. Reserve, patron requests, or material designated for Special Collections and Foy Music Department)

Duties:

- Assist the Interim Department Head/Coordinator of Cataloging and Metadata in the hiring of Library Assistant IIIs and Technical Services Student Assistants
- Approves (3) Library Assistant IIIs timecards
- Supervises and train two catalogers and one processor in work routines under the direction of the Interim Department Head/Coordinator of Cataloging and Metadata
- Oversees the procession of labeling of all library materials
- Retain and catalog all AV, music material, and non-DLC item records needing major record maintenance. Also, retain multi-volume, serials, CWAN items which need correction and/or cataloging
- Answers cataloging team members questions on work routines and procedures
- Serves as a contact person for questions about catalog collection records

- Serves as a contact person for Access Services and Interlibrary Loan requests for material in-process
- Supervises the Technical Services Student Assistant in the unboxing of firm and approval new book orders. Includes inspecting for defects and damage; application of barcodes and placing on shelves in accordance to shipping list for invoice processing.
- Flag, select, and export to file bibliographic records for MarcEdit standardization and creation of holding records
- Sort and distribute to Cataloging Team: DLC QuickCat books that requires minor record editing. Added copies and added volumes
- Performs data entry, maintains and update bibliographic and holding records for periodical print and electronic journals.
- Processes serial title cancellations, update LHR
- Perform other duties as assigned.

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%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
Train, analyzes work load, answer questions	10
Oversees labeling procession of all outgoing materials	10
Retain and catalog all AV, music material, and non-DLC item records needing major	50
Process invoices/creation of permanent holding record for all new materials	25
Consults with Coordinator of Cataloging and Metadata Management and Department Head regarding policy and procedures	5