

JOB DESCRIPTION

Student Cataloging Assistant - Government Publications

Purpose:

Working with the Government Documents Staff and the Project Coordinator, these students catalog and link retrospective government document titles. Includes working with older materials, preservation and repair, computer records and data bases, shelf list, shelf maintenance and indexes. Committed to both quality and quantity, this project needs to move forward in a timely manner without sacrifice of excellence.

Duties and Responsibilities:

1. Provide accurate bibliographic information for titles.
 - A. Learn and thoroughly understand searching techniques for the *Monthly Catalog*, *The Checklist* and other indexes and reference tools.
 - B. Learn and thoroughly understand searching techniques for the III/CONSORT and OCLC systems and be able to retrieve and evaluate accurate bibliographic records from the system.
2. Update, add holdings, add item records and link documents to the III/CONSORT catalog.
 - A. Ability to match correctly the library's materials to CONSORT records, developing a "sense" for questions and possible problems.
 - B. Master editing techniques of the III system in order to edit records to local specifications without compromise to the common catalog.
3. For those items with no records on CONSORT, update OCLC records.
 - A. Ability to match correctly the library's materials to OCLC records, developing a "sense" for questions and possible problems.
 - B. Evaluate quality and acceptability of OCLC records and make judgments of selection.
 - C. Master editing techniques of the OCLC system in order to edit records to CONSORT specifications and needs.
4. Cooperate with the Five Colleges of Ohio shared government documents cataloging project and work with other student catalogers, the Documents and/or Technical Service staffs and the Project Coordinator.

5. Keep statistics and prepare reports related to the project.

Qualifications:

Must be able to develop a comprehensive knowledge of basic document routines and procedures. Become skilled in the use of document indexing tools, OCLC, III/CONSORT and the shelf list.

Typing and computer terminal experience essential. Programming not required.

A strong sense of responsibility, initiative, and motivation to learn a complex system of routines, policies and procedures. Specific aptitude and interest in bibliographic searching and data entry in a computer environment.

Methodical and precise; neat handwriting. Self motivated and sense of responsibility. Dependability.

Willing and able to work with the library staff to achieve the goals of the project; a “team player”.

Astute, quick to learn and understand routines and procedures; good reasoning ability; ability to organize; give strict attention to detail and accuracy; creative thinker; detective skills and interest.

Training:

There will be scheduled training sessions with the Documents Staff and the Project Coordinator.

Written instructions and guides will be available and the Staff and Coordinator will be available for questions, consultation and problem solving.

The trained cataloging assistant will work independently.

Remarks:

Work will be performed in the library in shared work areas.

With the understanding of acceptable work, a commitment to the project of two years is the expectation.

Work schedule to be arranged in cooperation with other needs for the terminals. May require some early morning hours, evenings and/or weekend work.

Some flexibility to work with trainers will be needed.

Ellen Conrad
7/23/98 DRAFT

with much help from the Wooster job description