

# William Jeanes Memorial Library- Job Posting

## Part Time Cataloger (MCLINC Certified) Position

### Position Summary:

The William Jeanes Memorial Library is looking for a person to fill the position of part time cataloger. This person will report to the Library Cataloger and under their direction, the incumbent will catalog and link materials as directed and conforming to all Montgomery County Library and Information Network Consortium (MCLINC) standards for cataloging.

### Duties and Responsibilities: (the job description indicates the general nature and level of work expected by the incumbent.

It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required.)

- Catalogs library materials adhering to MCLINC, AACR2, and MARC21 standards and using appropriate bibliographic utilities such as Bookwhere.
- Must have a minimum certification format: Book Copy-Cataloging
- Catalogs materials and performs catalog maintenance, including the addition of new classification and authority control.
- Oversees flow of materials processing.
- Recommends and implements new cataloging and processing policies and procedures.
- Maintains currency with MCLINC requirements.
- Attends meetings and training as needed.

### Knowledge, Skills and Education:

- Any combination of education and experience equivalent to graduation from high school.
- Attend and complete the TMQ MARC21 in Your Library Part 1: MARC & Bibliographic Info Fundamentals and MARC21 in Your Library Part 2: MARC CODING, the Core Codes and Their Functions trainings.
- Attend and complete Book Blitz Training.
- Possession of MCLINC cataloging certification.
- Ability to interpret and implement cataloging standards.
- Demonstrated computer literacy, including basic proficiency in Microsoft Office, Windows, and the Internet.
- Accuracy and attention to detail.
- Ability to organize and prioritize workload effectively.
- Ability to relate well and effectively communicate in person, in writing and on the telephone.
- Ability to maintain effective working relationships.
- Flexibility and ability to adapt in a complex and changing environment.

Salary: Dependant on experience and certification, \$10-\$15 per hour.

Schedule: 10-15 hours per week. The work schedule is primarily Monday through Friday 9 am to 5pm but evening and weekend hours are available.

New employees are required to have a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check.

Please send all resumes to Lucille Leap at [lleap@mclinc.org](mailto:lleap@mclinc.org) or mail to 4051 Joshua Road, Lafayette Hill, PA 19444. We will be accepting applications until Feb 22, 2012.