

Catalog Librarian
Gallatin Public Library
Gallatin, Tennessee

Status: Full-Time

Posted: June 28, 2012

Hours: Full Time; daytime, evenings and Saturday availability is necessary

Catalog Librarian

The Catalog Librarian performs the duties of a professional librarian pertaining to the cataloging and processing of library materials. Primary duty includes the data input of print and non-print materials including original entries and data entries from other available record resources.

Duties and Responsibilities

- Process items for library circulation
- Utilize subscription services or online databases for Machine readable cataloging (MARC) records where available
- Create original MARC records where necessary
- Classify materials using Dewey Decimal Classification or other mandated systems
- Construct and adhere labels with pertinent information for materials added to the library's collection
- Provide overall direction and assistance in performing processing and cataloging activities
- Update and maintain records for the library's online catalog system
- Delete discarded and weeded materials from library automation system and state catalog
- Clean, repair and update items in circulation as needed
- Change holdings code status on new books every six months and put items into regular circulation
- Exercise independent judgment when applying established policies to cataloging issues
- Update shelf reading schedule monthly
- Perform shelf reading, weeding, and routine shelving
- Perform routine circulation desk duties as needed
- Establish and maintain effective working relationships with staff, volunteers, and patrons
- Adhere to library and county policies
- May perform a variety of additional duties necessary for the daily operations of the library

Requirements/ Qualifications:

Bachelor's degree or an equivalent combination of experience and training (MLS/MLIS preferred)

Cataloging experience

Strong organizational skills with attention to detail

Ability to manage multiple tasks

Ability to work independently and collectively

Excellent customer service, communication and interpersonal skills

Ideal candidate qualities

Thorough knowledge of the Dewey Decimal System and Library of congress subject headings

Extensive knowledge of computerized cataloging systems and using MARC records

Knowledge of standard library procedures, practices and methods

Hard working, self-motivated and customer service oriented

Applications can be obtained from the library or the Sumner County website at www.sumnertn.org. Please submit resumes and completed applications to the Gallatin Public Library. If mailing, please send to:

Gallatin Public Library
123 East Main Street
Gallatin, TN 37066

Attention: April Mangrum, Library Manager

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