**MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION**

The Massillon Public Library is looking for a Cataloger/Metadata Specialist

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**POSITION DETAILS:**

Position Title: Cataloger/Metadata Specialist

Reports To: Technical Services and ILS Manager

Full/Part Time: Full Time (34 hours)

Position Type: Hourly/Non-Exempt

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**PURPOSE**

* To provide comprehensive service to all patrons and staff, and to help maintain the organization and quality of the collection.

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**QUALIFICATIONS:**

* Bachelor’s degree and 2 years of experience in cataloging and metadata required
* Master’s degree in Library Information Science and experience/knowledge of cataloging and metadata preferred
* Knowledge of MARC, DDC, LCSH, AACR2, RDA, CONTENTdm, OCLC bibliographic utilities, and authority control and headings required
* Experience using Sierra ILS Catalog module preferred
* Microsoft Office skills a plus, especially Excel
* Must have acceptable results on a criminal background check

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**ESSENTIAL FUNCTIONS**

* Helps process new materials, including unpacking, receiving, adding stamps, tags, and barcodes as needed, and entering information into ILS system
* Sort and mend certain library materials
* Run weekly lists using templates in Sierra Create Lists and clean up item or bibliographic records
* Create digital scans and metadata for local history and special collections
* Perform copy cataloging of library materials, especially AV
* Complete assigned special cataloging projects
* Create original cataloging records as needed, as assigned by Manager
* Create volume records for serial items like magazines, comics, and travel books, etc.
* Make cataloging decisions with guidance of Manager
* Handle physical aspects of position which include, but are not limited to: sitting, standing, bending, stooping, moving, reaching, manual dexterity required for computer work, and lifting up to 35 lbs.
* Attend meetings and workshops appropriate to position
* Perform other duties as assigned by supervisor

*NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.*

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**SCHEDULE:**

* To be determined by supervisor

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**HOW TO APPLY:**

* To apply for this position, download an application from: <https://tinyurl.com/MPLapplication>
* Please submit the completed application, a cover letter, and resume by mail to:

Mardea Harden, HR Manager

Massillon Public Library

208 Lincoln Way East

Massillon, OH 44646

* The documents may also be scanned and submitted as email attachments to: [hardenma@massillonlibrary.org](mailto:hardenma@massillonlibrary.org)
* Deadline for application: 3-20-18

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***EQUAL OPPORTUNITY EMPLOYER***