**MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION**

**The Massillon Public Library is looking to hire a Copy Cataloging Specialist**

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**POSITION DETAILS:**

 Position Title: Copy Cataloging Specialist

 Reports To: Technical Services and ILS Manager

 Position Type: Hourly/Non-Exempt

 Part-time/Full-time: Full-time (34 hours)

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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 one year of experience in technical services preferred
* Will consider high school diploma or GED with two years of directly related Technical Services experience
* Basic knowledge of MARC fields and bibliographic records
* Experience using OCLC and searching for bibliographic records
* Familiarity with DDC and LCSH
* 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**

* Process new materials, including unpacking, receiving, adding stamps, tags, and barcodes as needed, and enter information into ILS system
* Sort and mend certain library materials and prepare materials for discard and book sale
* Perform copy cataloging of selected library materials, including print and AV, and make some copy cataloging decisions such as Dewey call numbers with guidance of Manager
* Help Manager maintain accurate holdings in OCLC and ILS using lists to remove holdings of deleted bib records
* Complete assigned special cataloging projects to assist Manager in maintaining a clean ILS database
* Create volume records for serial items like magazines, comics, and travel books, etc. under direction of Manager
* Assist department Manager with monthly special projects such as inventory scanning (RFID)
* Handle physical aspects of position which include, but are not limited to: standing, sitting, operating office equipment, climbing steps, bending, stooping, moving, reaching, lifting up to 35 lobs., and pushing or pulling loaded carts
* Maintain regular and reliable attendance
* Abide by established Library policies
* Follow appropriate cash handling procedures
* Attend meetings and workshops appropriate to position
* Serve as a backup to Administrative Assistant for incoming and outgoing mail
* 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
* Deadline for application: Friday 2-21-20

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***EQUAL OPPORTUNITY EMPLOYER***