



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

**Job Title:** Cataloging Librarian

**Immediate Supervisor:** Head of Technical Services

**Positions Supervised:** None

**FLSA Status:** Non-Exempt

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## **Position Summary:**

Under the general supervision of the Head of Technical Services, the Cataloging Librarian is responsible for original and copy cataloging. This individual works closely with the Technical Services Assistants to ensure that library materials are handled in an efficient manner.

## **Principal Responsibilities:**

- Perform original (including complex) and copy cataloging in all formats of library materials, following national and local cataloging standards and practices.
- Manages and maintains the integrated library system (ILS) and ensures accurate and consistent bibliographic and item records.
- Requests new bibliographic records and overlays from Cleveland Public Library.
- Withdraws discarded materials from the collection.
- Assist as needed in the processing and ordering of library materials.
- Perform other duties as assigned.

## **Required Experience, Skills, Knowledge and Abilities:**

- Knowledge of current cataloging practices and record format standards.
- Working knowledge of automated library systems and online databases.



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- Ability to problem solve issues and apply good judgement based on logical reasoning and cataloging principles.
- Demonstrate a strong attention to detail and the ability to set critical priorities.
- Support of the principles of intellectual freedom.
- Proficient in the use of a wide variety of computer applications, including Microsoft Office applications.

## Education and Experience:

- Master's Degree preferred. A combination of education and experience will be considered.
- Experience with cataloging tools.
- Working knowledge of library services.