

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Cataloging Clerk II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Instructional Media Center	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	035 OTBS
ISSUED:	October 9, 2007		

BASIC FUNCTION:

Classify and copy-catalog print and non-print instructional materials for school libraries in a centralized library cataloging facility (IMC); assist in maintaining Horizon Union Catalog of print and non-print materials acquired.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Perform copy cataloging for all print and non-print library materials in accordance with the Anglo American Cataloging Rules (AACR2), the Dewey Decimal Classification System, and Sears Subject Headings; catalog in the Machine-Readable Cataloging format (MARC) using on-line cataloging data and current cataloging data on the district's Horizon Library System. **E**

Reconcile authority records in the unit's database and in the district's master catalog (Horizon). **E**

Assist with the acquisition and the preparation of MARC records for the K-12 Horizon Library System. **E**

Prepare annotations for print and non-print titles; make revisions and additions to the K-12 Horizon Library System data bank including the Instructional Media Center collection. **E**

Provide cataloging statistics for monthly statistical reports. **E**

May direct the work of clerical staff, as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of recent, full-time library operations in a large K-12 school district, public or academic library environment, including cataloging experience. Coursework in cataloging and copy-cataloging can be substituted for experience. Completion of a Library Technology Certificate Program is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Anglo American Cataloging Rules (AACR2), Dewey Decimal Classification System, Sears Subject Headings, and Library of Congress MARC formats.

Bibliographic and copy cataloging procedures.

On-line and computer-based library cataloging systems.

Library procedures and K-12 libraries.

Reading and writing English communication skills.

ABILITY TO:

Perform cataloging and copy-cataloging using on-line databases.

Prepare statistical reports.

Operate standard office equipment including microcomputers, and related software, including on-line applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 7022

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