

CHESTER COUNTY LIBRARY
1012 EAST MAIN
HENDERSON, TENNESSEE 38340
731-989-4673 ; library@chestercountylibrary.net

Job Title: Cataloguer
Part Time County Employee

Location
Chester County Library, Henderson TN

Position Overview

Under the supervision of the Library Director, performs responsible and varied paraprofessional, technical, and clerical work for the Chester County Library. Also assists patrons in the use of library services, equipment, and facilities. Responsible for identifying and interpreting user needs; providing reference, readers' advisory, computer, database and referral services to Library patrons directly, and by telephone; and assisting patrons in material selection. Weed the collection as requested as well as catalog incoming materials following current cataloging procedures.

Job Duties

- Shelf items within the library
- Process outgoing Interlibrary Loan Requests
- Assist patrons with computer and technology questions; Assist patrons with locating items within the library; Assist and direct patrons to outside sources as necessary; Assist with copies, faxing, and scanning
- Answer phone calls; assist patrons over the phone; make outgoing calls
- Catalog and process incoming materials; report statistical data to regional library; work with regional library to catalog materials with no record; create spine labels, book jackets, barcodes, and AR levels on items
- Research new books and materials by reading book reviews, publishers' announcements, and catalogs.
- Understands and is able to perform all jobs related to library cataloging, including but not limited to: cataloging and classifying library materials; maintaining an accurate, up-to-date database of library holdings; and physically processing items being added to and withdrawn from the collection
- Appropriate filing of packing slips upon completion of cataloging items
- Maintains consistency in the cataloging, classification, and physical processing of library materials
- Assists in selecting materials for acquisition and withdrawal, as assigned
- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities

Requirements/ Skills

- Experience with cataloging library materials (Preferred)
- Experience working in a library environment
- High school diploma or equivalent
- Ability to keep records accurately
- Ability to interact courteously and effectively with the public, with the library's business contacts, and with other staff
- Ability to understand and interpret library policies, procedures, and rules

Physical Requirements

- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
- Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
- Occasionally required to attend off-site meetings