### GREENVILLE COUNTY (SC) LIBRARY SYSTEM

**JOB ANNOUNCEMENT, NO. 2023-073**

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| **Posting Date:** Thursday, April 20, 2023 | **Application Deadline:** Thursday, May 4, 2023  |
| **Position:** Librarian II (MLIS Degree Required), Technical Services/Cataloging, Hughes Main Library | **Pay**: $43,797 per year, plus benefits |
| **Status:** Regular Full-time, Exempt | **Available:** May 2023 |
| **Location:** Hughes Main Library, 25 Heritage Green Place, Greenville, South Carolina |
| **Schedule:** Mon. – Fri. 8:30a-5:00p. Works 37.5 hours per week |

## **FUNCTION**

Under the supervision of the Cataloging/Processing Supervisor, performs original and copy cataloging and classification of a variety of formats. Participates in the maintenance of the Library System’s catalog. Utilizes a variety of computer software programs in performance of these duties. Resolves cataloging and classification issues system wide. Generates a variety of reports to assist in keeping collection statistics, weeding and database usage.

## **MINIMUM TRAINING & EXPERIENCE**

Master’s degree in Library Science from an ALA-accredited college or university and a minimum of two years cataloging experience. Certified or eligible for certification by the South Carolina State Library. Other combinations of experience and training that meet the minimum requirements may be substituted.

## **PHYSICAL REQUIREMENTS**

Must have the ability to:

1. concentrate for long periods of time
2. see and interpret all job-related materials
3. operate library equipment as assigned
4. frequently lift and carry up to 35 pounds and push book carts weighing over 100 pounds
5. sit for long periods of time
6. walk, bend and stoop
7. reach, grasp and use hands to touch, handle, or feel
8. tolerate dust and mold associated with working around paper files, books, and other library materials

## **EXAMPLES OF WORK PERFORMED**

*These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position. Essential job functions designated with (E).*

Cataloging Tasks

* Performs original and complex copy cataloging of a variety of formats including fiction and nonfiction books, compact discs, recorded books, DVDs, Playaways, eBooks, and other eContent. (E).
* Applies principles of the MARC record format as well as AACR2 cataloging rules and RDA cataloging standards to edit bibliographic records in the Library System’s catalog (E).
* Uses Dewey Decimal Classification schedules to check the existing classification number in records for accuracy according to current usage and for compatibility with the Library System’s collection to ensure consistent classification. Corrects or constructs classification numbers based on analysis of subject content when necessary (E).
* Adds local data to each record as well as subject headings and Library of Congress genre form terms to ensure accessibility (E).
* Searches OCLC authority file and transfers appropriate author and subject authority records into Library System’s catalog when needed. Creates local authority records when necessary (E).
* Corrects any errors found in local database, or refers corrections to supervisor (E).
* Assists in planning, evaluating procedures, and defining goals for the Cataloging section.
* Reviews memos and e-mail to keep informed of changes in procedures, policies, and personnel (E).
* Runs reports specific to cataloging to globally update records to reflect current standards and practices, and to revise authority records. (E)
* Ensures that safe work methods are followed to prevent injury (E).
* Performs tasks in accord with Library mission and brand essence behaviors (E).
* Substitutes in any section of Technical Services as needed (E).
* Performs other related duties as required.

Metadata Tasks

* Generates system reports to assist in collection maintenance (E).
* Maintains spreadsheets that keep track of usage statistics for various resources (E).
* Generates reports that contribute to the overall workflow of Technical Services (E).
* Acts as unit liaison in helping other departments by running collection maintenance reports.

## **REQUIRED KNOWLEDGE, SKILLS/ABILITIES & CHARACTERISTICS**

*(Testing of computer skills may be part of the interview process for this position.)*

Ability to develop and maintain effective working relationships with Library System staff. Ability to work in a team environment. Good problem solving skills. Ability to use the Dewey Decimal System. Knowledge of business arithmetic. Ability to work under frequently stressful conditions and meet required deadlines. Ability to recognize and correct errors. Ability to perform routine tasks efficiently and without difficulty. Ability to follow established procedures and to perform work requiring considerable detail. In-depth knowledge of library computer systems and applications, online databases, office software and email, and the ability to learn moderately complex computer applications. Ability to communicate concepts, general information and task-oriented information in oral, written, and electronic forms.

Knowledge of the principles and practices of cataloging and classifying library materials through the use of standard MARC record formats, RDA cataloging standards??, AACR2 rules for descriptive cataloging, and DDC tables for classification. Ability to use good judgment in following established procedures that require acute attention to detail. Ability to search OCLC for bibliographic and authority records. Ability to produce neat and accurate work.

Greenville County Library System may change assigned work location and schedule

 of any position depending upon the needs of the system.

**Visit the Job Openings page on our website at** [**www.greenvillelibrary.org**](http://www.greenvillelibrary.org) **to submit an online employment application and/or for additional information about our application process. Inquiries may be directed to**

**Cindy Quinn at (864) 527-9232 or** **cquinn@greenvillelibrary.org****.**

**Current employees must also complete and submit an**

 ***Internal Job Application Acknowledgement Form*, which may be downloaded from StaffWeb.**

**GCLS is an Equal Opportunity Employer. GCLS participates in E-Verify.**