

CATALOGING SERVICES ASSOCIATE II

Full time position available at Main

Class: LS2
Status: Non-Exempt

Boone County Public Library is seeking a detail-oriented and collaborative **Cataloging Services Associate II** to join our team. In this role, you will play a key part in ensuring our library catalog is accurate, accessible, and up to date. You'll work behind the scenes to support discovery and access to library materials while collaborating with colleagues across departments.

As a Cataloging Services Associate II, a typical day may include the following...

- Perform copy cataloging of print and audiovisual materials by selecting appropriate bibliographic records from approved sources or the local integrated library system (ILS), and editing records to meet established cataloging standards.
- Edit, enhance, and verify bibliographic records, including descriptive fields, subject headings, and genre/form headings.
- Assign and verify Dewey Decimal classifications or local call numbers by evaluating vendor-supplied data and comparing with existing catalog records and tools such as WebDewey.
- Verify receipt of materials, process deliveries, enter purchase orders and invoices, and maintain accurate statistical records.
- Conduct ongoing database maintenance by updating and correcting bibliographic and item records under supervisory direction.
- Ensure the overall accuracy, consistency, and quality of the library catalog.
- Assist Collection Development staff with collection maintenance activities, including returns and reordering of materials.
- Perform related duties as assigned by the Cataloging and Collection Services Director.

This job maybe a good fit for you if you have...

- Bachelor's degree in Library Science, Information Science, or a related field; and
- Two (2) to five (5) years of progressively responsible library experience;
OR
- An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

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SKILLS and ABILITIES

Strong knowledge of library principles, practices, and current trends.

Working knowledge of cataloging and classification standards, including Dewey Decimal Classification, Library of Congress Subject Headings (LCSH), RDA, and MARC formats.

Ability to maintain accuracy and attention to detail in a highly structured data environment.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work independently and collaboratively in a team environment.

Strong organizational skills with the ability to prioritize tasks and manage time effectively.

Effective verbal and written communication skills.

Proficiency with Windows-based computers, Microsoft Office Suite, Google Suites and library systems.

Be part of a mission-driven organization that supports learning and community engagement

Work in a collaborative and supportive team environment

Contribute to improving access to information for all library users

PHYSICAL DEMANDS

This position involves light to moderate physical activity, including lifting up to 50 pounds, pushing book carts, and frequent movement throughout the facility.

What we have to offer...

Starting at \$15.25 an hour or commensurate with education and experience. Excellent benefits package, which includes healthcare, dental and vision coverage at no cost to employee, including a generous time off policy and participation in the County Employees Retirement System as well as a tuition assistance program.

If you have what we're looking for in this position, send cover letter (including salary requirements), job application and resume to:

Human Resources Director
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
jobs@bcpl.org
Fax 859-689-0410

Position will remain open until filled.

The Boone County Public Library is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, age (40 or over), disability, veteran status, genetic information or other characteristics protected by law.