

FIDM JOB DESCRIPTION

(Revised: August, 2007)

Job Title: Cataloger

**EEO Class: 2
NONEXEMPT**

Department: Library

Supervisor: Head Librarian

Summary: This position is responsible for participation in technical services processes, specifically as related to original and copy cataloging. This position is responsible for providing reference services, bibliographic instruction, and internet researching to students and staff during the evening hours in support of the FIDM and the Library Mission Statements.

Responsibilities:

- Participate in original cataloging of materials in all formats.
- Catalog clipping files.
- Provide reference services, bibliographic instruction and internet researching and instruction to all Library patrons.
- Conduct internet, online services, and other instructional searches as required.
- Answer questions in the Library, either in person, via telephone, or email.
- Maintain department's appearance by performing shelf-reading duties as required.
- Serve as back-up for Circulation Desk responsibilities.
- Participate in events in support of FIDM, FIDM Education Department Curriculum, or the Library, including, but not limited to: tours, presentations, lectures, reference support, teams, and newsletters, etc.
- Assist in preparation, update, inventory, ordering, of patron handouts, etc.
- Assist in annual inventory.
- Maintain and update Policies and Procedures Manual for this position.
- Perform other duties as assigned.

Qualifications:

- Master's degree in Library Science (MLS) or Master's in Library & Information Studies (MLIS) from an American Library Association (ALA) accredited college/university completed, or within six credits of attaining the degree.
- Minimum of two years library experience, with cataloging knowledge mandatory.
- Ability to abstract written materials.
- Ability to communicate effectively both orally and in writing.
- Computer literate at the Intermediate Skill Level with competency in those tasks determined necessary for the position.