

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Cataloging

Most Recently Updated 12/07/00

Position Title: Assistant
Must work 10 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for an Assistant in the Cataloging Department:

1. Establishes cross-references for subject headings in BANC.
2. Inputs original cataloging workforms into the online database.
3. Edits BANC records.
4. Teaches other students to search BANC and identify significant computer fields.
5. Revises other students' work on the computers.
6. Teaches other students the artistic aspects of mending.
7. Assigns classification numbers for original cataloging.
8. Any of the duties of Apprentice I or II, as assigned.
9. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Supervisory and teaching skills.
- B. Project responsibility.
- C. Initiative.
- D. Problem solving strategies.
- E. Cataloging and classification skills.
- F. Team work.

IV. Basic Qualifications:

- A. General: Promptness and dependability, respect for materials and property, commitment to service, willingness to learn library work and to assume increasing responsibility.
- B. Skill: Good oral and written communication skills.
- C. Physical: Normal health. Some lifting and shifting of books required.
- D. Academic: No specific background.

V. Desirable Qualifications:

- A. Demonstrates accuracy, thoroughness, and attention to detail.
- B. Demonstrates computer skills.
- C. Is responsible and productive.
- D. Demonstrates initiative in finding work and in working unsupervised.

VI. Narrative Summary:

During the course of employment, student physically prepared library materials for patron usage. Student assigned classification numbers and verified their uniqueness. Student edits primary database files and taught other students to use that database. Student established cross-references for subject headings and inputted original cataloging workforms. Student used databases to search for, track, and identify library materials and resolved database problems with inventory and authority records. Student also is responsible for office procedures, including processing microfiche, mending materials, processing gifts from new donors, and filing in various catalogs. Student helped maintain a safe clean environment and, in addition, performed additional job-related tasks as assigned.