

Original Monograph/Special Formats Cataloger Duties

Job Summary

Provides original and complex copy cataloging of library materials in book and nonbook formats, including visual materials, microforms, and electronic resources. Provides primary support for the department on cataloging rules and local practice, and in selected areas of subject and language expertise. Assists in solving complex bibliographic and procedural problems.

Essential Functions

- Performs complex copy cataloging and catalogingrelated work for library materials, particularly for materials having only vendorlevel or other minimallevel records. Catalogs and processes analytics, incomplete sets, set add ons, and large complete sets
- Performs original cataloging and catalogingrelated work for library materials in book and nonbook formats
- Assists in development of new policies and procedures for new types of material, including consultation with affected Technical and Public Services staff
- Provides training to student assistants and other staff, as needed
- Assists in development and preparation of new procedures and documentation in connection with new technology and / or new library systems or software
- Provides technical advice to other staff, as needed
- Provides cataloging, metadata, and / or scanning expertise to library initiatives / projects requiring description and access for digital collections
- Participates in departmental and librarywide committees and work groups established to further various aspects of the Fondren Library mission
- Manages special projects as assigned
- Assists in other cataloging activities, as needed
- Assists in other areas, as needed
- Performs all other duties as assigned

The Original Monograph/Special Formats Cataloger:

- Provides original cataloging for monographic library materials in book and non-book formats.
- Provides cataloging for visual materials, microforms, and electronic resources, including e-books
- Performs complex copy cataloging for library materials, particularly for materials having only vendor-level or other minimal level records.
- Catalogs and processes analytics, incomplete sets, set add-ons, and large complete sets.
- Hires, supervises and provides training to student assistants. Manages student budget for the department.
- Assists in the development and preparation of new procedures and documentation in connection with new technology and/or new library systems or software.
- Provides technical advice to other staff as needed.
- Manages special projects as assigned by the Department Head.
- Participates in departmental and library-wide committees and work groups as requested.