



County of Berks Position Description Form

Position Title: Library Assistant for Bibliographic Services (Part-time)

Department: Library System **Reports To:** Bibliographic Services Manager
(Title)

Wage Category: Exempt Non-Exempt

EEO-1
Category: Paraprofessional **Union Classification:** Non-union

POSITION SUMMARY:

Under the general supervision of the Bibliographic Services Manager, the position performs copy and simple edit cataloging of library materials, utilizing computerized information and inventory systems. Performs holdings data entry, processing, and receiving of materials.

POSITION RESPONSIBILITIES:

Essential Functions

1. Catalogs and classifies library materials to appropriate standards and cataloging rules (AACR2/RDA, LC Subject Headings, Dewey Classification and MARC formats).
2. Performs associated data entry and processing tasks including updates and changes to bibliographic information.
3. May check in library materials as received from vendors and/or member libraries and maintains appropriate records of associated processing costs.
4. Adapts to changing technologies and procedures to facilitate evolving department workflow.
5. May perform daily circulation procedures including shelving of materials (50 per hour).
6. Catalogs and classifies library materials to appropriate standards and cataloging rules (AACR2/RDA, LC Subject Headings, Dewey Classification and MARC formats).
7. Performs associated data entry and processing tasks including updates and changes to bibliographic information.
8. May check in library materials as received from vendors and/or member libraries and maintains appropriate records of associated processing costs.
9. Adapts to changing technologies and procedures to facilitate evolving department workflow.
10. May perform daily circulation procedures including shelving of materials (50 per hour).

11. Catalogs and classifies library materials to appropriate standards and cataloging rules (AACR2/RDA, LC Subject Headings, Dewey Classification and MARC formats).
12. Performs associated data entry and processing tasks including updates and changes to bibliographic information.
13. May check in library materials as received from vendors and/or member libraries and maintains appropriate records of associated processing costs.
14. Adapts to changing technologies and procedures to facilitate evolving department workflow.
15. May perform daily circulation procedures including shelving of materials (50 per hour).

Non-Essential Functions

May assist with collection maintenance activities such as shelf-reading and inventory.

MINIMUM EDUCATION AND EXPERIENCE:

1. Associate degree or minimum two (2) years college coursework including nine (9) library science credits; eligibility for Library Assistant certification by the Commonwealth of Pennsylvania.
2. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Above average computer skills.
2. Working knowledge of library cataloging functions and integrated library system procedures.
3. Ability to interpret information and make decisions in accordance with standards and best practices in bibliographic services.
4. Ability to read, comprehend, and verify information.
5. Excellent organization skills.
6. Ability to communicate effectively with co-workers and library staff.
7. Ability to work both independently and as a team member.
8. Physical presence in the office is required.

PHYSICAL DEMANDS:

- Sustained periods of computer and keyboard work during every working day.
- May occasionally lift or carry containers weighing 20-50 lbs. and push heavily loaded book carts.

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.