



Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, Michigan 48346

## Cataloger

The Clarkston Independence District Library seeks a detail-oriented cataloger able to prioritize projects, be responsive to the needs of patrons and librarians, make materials available in a timely manner, and assist in the maintenance of a user-friendly library catalog.

**Hours:** Part-Time

**Salary:** \$10 to \$14 per hour

### Primary Duties and Responsibilities:

- Copy catalog books, movies, CDs, etc using available bibliographic sources.
- Perform some original cataloging.
- Review processing by other staff and volunteers for quality and accuracy.
- Assists in library database management including holding deletions and record corrections.
- Assists in developing department procedural manuals.
- Assists in processing of library materials as needed.
- Assists in re-classification projects within the catalog.
- Attends meetings, training seminars as required.
- Performs other job-related duties as needed.

### Required Qualifications:

- Library Technician Certificate or comparable cataloging experience
- Must possess knowledge of cataloging principles and procedures such as AACR2 (RDA preferred), MARC and authority controls.
- Must possess knowledge of various computer programs, bibliographic support system, and the internet.
- Must possess the ability to communicate effectively and work with others to problem solve.
- Must possess the ability to function independently, stay on task, with the ability to plan, organize and prioritize work based on demand and efficiency.
- Ability to follow established procedures and perform work requiring considerable attention to detail.
- Knowledge of alphabetical, numerical, and decimal system of arrangement (Dewey Decimal System)
- Ability to handle loaded book carts and lift objects up to 50lbs.

### Desired Qualifications:

- Experience working with Polaris
- MLIS preferred

Reports to the Head of Technical Services

Send cover letter, resume, and contact information for three professional references by email, mail or fax to:

Keegan Sulecki  
Head of Technical Services  
Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, MI 48346  
suleckik@indelible.org  
Fax: 248.625.8852

**Deadline for applications: Monday, June 2, 2014 at 5:00pm**

An Equal Opportunity Employer