

SOUTHWEST WISCONSIN LIBRARY SYSTEM
Job Description

POSITION: Cataloger I

CLASSIFICATION: Part-Time Regular, Non-Exempt

REPORTS TO: ILS Support and ILL Consultant

SUPERVISES: N/A

GENERAL DESCRIPTION:

Catalog materials for libraries and work closely with the SWLS ILS Consultant, serve member libraries through cataloging and related tasks, support system activities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Cataloger for NetSouthwest consortium members
 - Oversee the downloading and editing bibliographic records obtained from a variety of sources including Library of Congress, CatExpress and/or other sources.
 - Create original cataloging records for items that an existing record cannot be located.
 - Maintain accurate statistics on number of records handled.
 - Maintain written procedures and offer instruction to member libraries as needed on adding holding records and selecting Dewey Decimal numbers.
 - Maintain the NetSouthwest database.
 - Oversee the review and editing of existing bibliographic records for accuracy and correct form.
 - Inform member libraries when item holdings need to be moved to proper bibliographic record
 - Ensure current authority records.
 - May travel to member libraries for training or consultation purposes.
 - Field requests from member libraries (via phone, email, in person, etc.) and resolve or forward promptly.
 - May attend NetSouthwest meetings and Best Practices Committee meetings.
 - May assist with sorting of SWLS delivery bins and/or statewide delivery bins.
 - May attend annual Peer Council or participate in ongoing training as appropriate.

2. Interlibrary Loan Clearinghouse Support
 - Work with ILS and ILL Consultant as needed to monitor interlibrary loan (ILL) activities to assure that requests from member libraries and for member libraries move through the software properly.
 - Work with ILS and ILL Consultant as needed to respond ILL requests from out of state libraries and Wisconsin libraries.
 - Work with ILS and ILL Consultant as needed train member libraries on WISCAT and ILL best practices.
 - Work with ILS and ILL Consultant as needed to keep accurate statistics on ILL requests.

EDUCATION AND EXPERIENCE:

Required: High School diploma
One to two years' experience in an office setting
Experience working with public libraries desirable
Experience with library cataloging desirable

KNOWLEDGE AND ABILITIES:

- Ability to efficiently use computer software, Microsoft Word, Excel, Power Point, email and internet
- Highly organized
- Strong planning and coordination skills

- Knowledge of interlibrary loan procedures desirable
- Knowledge of English grammar, spelling and composition
- Ability to operate the following office machines: computer, printer, copy machine, scanner, camera and multi-line phone system

PERSONAL CHARACTERISTICS:

Excellent problem-solving skills
 Excellent interpersonal communication skills
 Ability and willingness to learn
 Flexible and adaptable to a changing work environment

PHYSICAL DEMANDS OF THE POSITION:

Bending, twisting and reaching
 Far visions at 20 feet or further; near vision at 20 inches or less
 Fingering: keyboarding, writing, sorting and filing
 Lifting and carrying: 50 pounds or less
 Pushing and pulling: 50-80 pounds on wheels
 Sitting, standing, walking and climbing
 Talking and hearing: use of the telephone

MENTAL REQUIREMENTS:

Ability to apply technical knowledge
 Ability to comprehend, follow and give instructions
 Ability to deal with abstract and concrete variables
 Communication skills: effectively communicate ideas and information in both written and verbal form
 Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division)
 Reading ability: effectively read and understand information in manuals, reports and bulletins
 Time management: set priorities in order to meet assigned deadlines

EQUIPMENT USED:

Equipment may include and is not limited to: automobile, van, copy machine, computer, printer, scanner, camera and multi-line telephone

WORK ENVIRONMENT:

The Southwest Wisconsin Library System serves 28 public libraries in five counties in southwest Wisconsin. SWLS headquarters are centrally located within the SWLS service area in modern office space on the edge of Fennimore, Wis. The majority of the system service area lies within the beautiful Driftless Region, including the scenic Lower Wisconsin River Valley and the dramatic bluffs and coulees along the Mississippi River. SWLS has a history of being supportive and responsive to member libraries, and as it builds its team the system seeks to maintain an environment that highlights engagement, service, teaching and learning, and the fostering of connections and collaborations within the region and beyond to benefit public library services and patron experiences. While some travel may be anticipated for this position and some activities take place in evenings or on weekends, the majority of work is scheduled during normal weekday hours; consistent and punctual attendance is required. The system provides some positions the flexibility to work remotely part of the time, per policy, in coordination with overall workplace staffing needs. This is a part-time position and benefits currently include earned vacation and sick leave, paid holidays, Wisconsin Retirement System participation and the availability of health insurance, among others.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of functions does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date approved:
Aug. 27, 2019