

**Whipple Free Library**  
**Cataloger and Technical Services Librarian**

**Job Title:** Cataloger and Technical Services Librarian

**Hours Per Week:** 22 hours a week

**Reports to:** Library Director

**Classification:** Regular Part-time, hourly, non-exempt

**Benefits:** Includes paid vacation and sick time on a prorated basis after a 6-month trial period is successfully completed. Paid holidays and personal days are also included.

**Job Summary**

The Cataloger and Technical Services Librarian catalogs and processes all library materials both new and by donations accurately and in a timely manner. The position requires the completion of statistical material from our ILS database, Apollo. This position requires knowledge of the library's e-resources such as NH Downloadable books, e-readers and the ability to help patrons and staff with tech questions.

**Duties**

- Cataloging all library materials using our ILS within the range of bibliographic standards set forth by the library. These materials include, books, movies, audio books, puzzles, kits, and other items
- Creates MARC records using Apollo and requires knowledge of bibliographic standards for metadata as well as Dewey Decimal Classification
- Processing of materials including book covering, spine labels, bar codes, appropriate stickers
- Withdrawing materials from the library collection
- Maintains consistency within the catalog and physical processing of library materials
- Maintains statistics on the collection inventory and technical services activity
- Provides barcodes for various book club books provided through Interlibrary loan
- The cataloger manages our periodicals by adding records, printing labels, checking subscription numbers and expiration dates
- Provide regular repair and preservation of the library collection to make it accessible and appealing to readers, including mending of materials
- Assist patrons of all ages with the library's electronic resources, including online databases, Apollo online catalog, and the library's eBook services
- Provides instruction to patrons and staff on various technology

**Required Skills, Knowledge, and Abilities**

- Knowledge of the principles and practices of professional library work
- Working knowledge of computers and appropriate library applications
- Knowledge of cataloging rules and procedures  
Familiarity with the Dewey decimal system, library subject headings and classifications
- The ability to multi-task
- Meticulous attention to detail
- Confer with the Youth Services librarian when selecting shelving locations and call numbers
- Demonstrated commitment to the mission and philosophy of public library service

- Ability to work cooperatively and supportively with colleagues, patrons, trustees and other community groups in a friendly and efficient manner
- Ability to listen and communicate effectively
- Manages periodicals
- Ability to use computerized library systems and related equipment
- Ability to master current and emerging technologies in cataloging
- Ability to interpret and follow policies and procedures and to operate standard office equipment
- This position requires knowledge of the library's e-resources such as NH Downloadable books, e-readers
- Excellent customer service skills.
- Strong written and verbal communication skills. Proficient computer skills; interpersonal and problem-solving skills
- The ability to assist library patrons with their needs at the circulation desk
- Proficiency in Excel and other spreadsheet software
- Work efficiently and multi-task in a fast-paced environment
- Punctuality
- Resourcefulness

**Minimum Qualifications:**

Bachelor's Degree and a minimum of two years' experience in library services; one year library cataloging experience; or equivalent combination of training, education, and experience in the library field that provides similar knowledge, ability, and skills. Must be able to pass a pre-employment criminal background check.

**Mental and Physical Abilities to:**

- Interpret and apply policies and procedures
- Establish and maintain effective communication with staff and patrons
- Perform the duties of the position while intermittently sitting, standing, stooping, bending, or crouching. Be able to stand and walk on a frequent basis; lift and/or move objects weighing up to 30 pounds
- Be physically able to perform the essential functions of the job with or without reasonable accommodation
- Must be able to see, read and understand book titles, dates and call numbers and focus on detailed work on the computer for long periods of time