

LIBRARY POSITION AVAILABLE
OPEN UNTIL FILLED

The Parkersburg & Wood County Public Library
has a full time cataloging position until filled.

Audiovisual Cataloger
Library Assistant II

- Able to work Monday – Friday 9am - 5pm. Weekend rotation is necessary.
- High school diploma or equivalent required with a minimum of two (2) year's public library experience. A Bachelor's Degree with library courses is preferable.
- This position assists the Technical Services librarian with cataloging, acquisitions, physical preparation of materials for addition to the library collection, preservation, withdrawals, and etc. This person will work with other staff towards development of library policies, budget planning and strategic planning. Reports to Head of Technical Services.
- Assisting Tech Services in making sure materials are accurately cataloged, maintained, weeded and organized so that patrons and staff can easily find materials. Priority given to materials requested by patrons.
- Assisting with acquisitions by processing all orders, receiving items, checking all invoices, monitoring expenditures, and producing requested reports on materials ordered and received.
- Update and maintain the MLN bib, item and order records as requested by MLN (such as headings reports and following MLN cataloging rules).

Applications are available at the circulation desk at the Emerson Library, all branches, and on the library's website.

Complete job descriptions available on back.

Hazel Stewart, Head of Technical Services
Parkersburg & Wood County Public Library
3100 Emerson Ave., Parkersburg, WV 26104
Phone: 420-4587 ext.513 / Email: stewarth@park.lib.wv.us



AUDIOVISUAL CATALOGER **(LIBRARY ASST. II)**

Job Summary:

This position assists the Technical Services librarian with cataloging, acquisitions, physical preparation of materials for addition to the library collection, preservation, withdrawals, and etc. This person will work with other staff towards development of library policies, budget planning and strategic planning. Reports to Head of Technical Services.

Minimum Qualifications:

High school diploma or equivalent required with a minimum of two (2) year's public library experience. A Bachelor's Degree with library courses is preferable.

Required Competencies:

- Ability to communicate effectively with staff and patrons, and interact with public in a consistent, friendly and courteous manner.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to learn and follow the general rules, regulations and procedures of the library system.
- Ability to work with limited supervision, pay attention to detail, and exercise sound independent judgment.
- Ability to handle money and make change.
- Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs), and push/pull loaded book carts when shelving materials.
- Ability to work flexible scheduling including weekend and evening rotation.
- Ability to complete original and copy cataloging, perform authority control and catalog maintenance in online catalog; and use MARC record formats, RDA, OCLC, LCSH, LC; classification; and authority control.

Essential Duties:

- Be a collaborative team member, sharing responsibility for building supervision, working towards ensuring the proper maintenance and organization of the library and its collections, and in helping the library provide a welcoming, comfortable, and safe place for the community.
- Provide prompt, knowledgeable and courteous service in answering circulation, directional and basic reference questions.
- Perform general circulation activities like checking library materials in and out, renewing items, placing holds, registering patrons, shelving materials, processing overdues, and general support for front desk with any issues regarding policies or services.
- Assisting Tech Services in making sure materials are accurately cataloged, maintained, weeded and organized so that patrons and staff can easily find materials. Priority given to materials requested by patrons.
- Assisting with acquisitions by processing all orders, receiving items, checking all invoices, monitoring expenditures, and producing requested reports on materials ordered and received.
- Update and maintain the MLN bib, item and order records as requested by MLN (such as headings reports and following MLN cataloging rules).
- Learning and assisting with opening and closing procedures.
- Performs related work as required.