

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

Job Title: Cataloger and Technical Services Librarian

Hours Per Week: 30 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. Paid holidays are included, as well as a holiday birthday floating holiday that must be used one month prior or after the employee's birthday.

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. 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. This position is responsible for running tech appointments for patrons and teaching tech classes to the public.

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
- Processing 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
- Maintain statistics on the collection inventory and technical services activity
- Provides barcodes for various book club books provided through Interlibrary loan
- Manages 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 materials
- Assist patrons of all ages with the library's electronic resources, including online databases, Apollo online catalog, and the library's eBook services
- Assist patrons technology questions by phone, email, or in-person.
- Provides instruction to patrons and staff on various technology
- Confer with the Youth Services librarian when selecting shelving locations and call numbers

Required Skills, Knowledge, and Abilities

- Knowledge of the principles and practices of professional library work
- Working knowledge of computers, smart phones, e-readers, tablets and appropriate library applications
- Basic 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
- 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
- Ability to master current and emerging technologies in library service
- Ability to interpret and follow policies and procedures and to operate standard office equipment
- 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
- 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 50 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