Location: Law Library, Mississippi College School of Law

Position: Cataloging Assistant

Accountability: Reports to Acquisitions/Cataloging Librarian

Scope of

Responsibilities:

The Cataloging Assistant is responsible, under the directions of the Cataloger, for: end processing new library materials and added materials; searching Sky River for new titles; editing and saving Sky River records; maintaining cataloging statistics; keeping supply inventory and ordering items as needed.

Duties:

* Process and add item records for all new and added materials;
* Produce and attach labels to all items, write call number on verso of title page, and security strip specific sets of books, such as Reserve books;
* Update bibliographic and item records to conform to in-house practices;
* Process microform items;
* Shelving of all cataloged books once they are ready for shelves.
* Create lists for statistics of New Titles, Adds and Discards. . Work with Sky River database for basic cataloging.
* Assist with special cataloging projects as assigned by cataloger;
* Other projects as assigned by supervisory personnel.

Qualifications: Two years of college, associate degree preferred. This position requires an average level of computer literacy. Manual dexterity is essential for end processing of library materials. Basic understanding of library classification systems and/or prior library work experience desirable. Oral and written communication skills, strong cognitive skills, attention to detail and accuracy, and the ability to work successfully both independently and as part of a team. Ability to lift heavy items and to troubleshoot older equipment is required. The successful candidate should exhibit some experience with Word and Excel or a comparable word processing system, self-confidence in the face of learning new computer applications, and the ability to work well in a fast-paced, service-oriented environment.