State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Cataloger/Inter-Library Loan Librarian  
Reports to: Library Department Chair  
FLSA Status: Exempt  
Level: Level A  
Position Class:

Job Summary:
Process and catalog all materials that are added to the collection and monitors and oversees interlibrary loan process.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Performs descriptive cataloging and coding of library materials in all formats in accordance with College accepted classification schemes and formats.
2. Maintains catalog records in the computerized library management system making corrections, revisions, withdrawals, and deleting records.
3. Maintains databases and prepares information and statistical data for reports and special studies.
4. Answers inquiries using standard bibliographic materials and/or computer data systems.
5. Helps patrons in the use of public access catalog, library computer systems, and multimedia equipment. Assist in the effective use of instructional materials and equipment.
6. Assists with collection development by serving on various Library committees as assigned; recommending titles to acquisition librarian.
7. Handle all aspects of intra and inter-library loan process.
8. Supports and expands library services as member of various Library teams.
9. Needs to keep up-to-date on changes in accepted cataloging procedures and rules.
Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master of Library Science (MLS) degree. Will consider applicant currently enrolled in a library Master’s degree program and having completed 50% of the required hours and one cataloging course.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing, spreadsheet, internet, and database software. Within three months of hire must be able to use College e-mail, Library Management System Software, OCLC Cataloging Micro-enhancer and other College required software.

- **Certificates and Licenses:**
  None required.

Responsibility for People and Property:
This position is responsible for library collection of books, videos and CDs.

Responsibility for Communication:
- **Internal Contacts:**
  This position has routine contact with staff and students on a weekly basis.

- **External Contacts:**
  This position has routine contact with the various national, state, and regional library associations and agencies.
**Work Environment:**
The work environment 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 noise level in the work environment is usually quiet.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Knowledge of the College’s mission, purpose, and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
## Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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