

CATALOGING SUPERVISOR

DEFINITION

Supervises and performs original and copy cataloging, bibliographic control, and classification duties in a centralized library services location.

TYPICAL DUTIES

Supervises staff and performs a combination of the following duties:

- Provides bibliographic control of LAUSD holdings, including developing and implementing policies, standards, goals, and procedures to continuously improve cataloging and processing workflow.
- Maintains, updates, and adds new headings to the LAUSD Authority Index, standardizing and verifying headings according to the Library of Congress and the current Sears List of Subject Headings.
- Verifies and maintains the integrity of the bibliographic data, giving particular attention to resolving instances of variant headings for the same person or entities.
- Resolves complex cataloging problems by applying LAUSD and industry standards.
- Performs original and copy cataloging, including creating new records and verifying duplicate records for items following AACR2r (Anglo-American Cataloging Rules), MARC (Machine Readable Cataloging) and RDA (Resource Description and Access) standards, choosing among duplicate records for identical items, establishing choice and form of main entry, recording the title proper and physical description, importing records from the Library of Congress Z39.50 gateway sources to the LAUSD Master Catalog, choosing and verifying the form of subject headings against LAUSD Authority Index, adding new headings as needed, and classifying using the current Dewey Decimal System, or LAUSD classification scheme
- Facilitates trainings and provides guidance to decentralized library staff in the application of cataloging rules, policies, procedures, and standards, including acting as a resource person for book and monographic cataloging, especially for vendor-supplied book cataloging records
- Addresses cataloging priorities by identifying and providing expedited cataloging for materials urgently needed by school sites or approved vendors
- Participates in the selection and application of computer software and other matters concerning technical services, including, if necessary, migrating bibliographic data to a new software version or to a system provided by a different vendor
- Answers reference questions and assists students and teachers in locating and using library media materials.
- Prepares requisition supplies, and keeps acquisition and circulation statistics.
- Trains and reviews the work of lower-level library media center employees, student workers, and service students.
- May assist in compiling bibliographies.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Cataloging Supervisor supervises and performs original and copy cataloging, bibliographic control, and classification duties in a centralized library services location.

A Principal Clerk performs supervisory and office management responsibilities in a section or branch with a sizeable clerical staff. A few Principal Clerk positions have independent responsibility for a highly specialized clerical activity which involves few clerical workers, but involves important contacts and coordination of many details.

A Library Media Clerk performs specialized duties in library media centers or administrative offices that require the application of library clerical knowledge.

SUPERVISION

General supervision is received from Integrated Library and Textbook Support Services certificated staff. Supervision is exercised over lower-level clerical personnel and other Library Staff.

CLASS QUALIFICATIONS

Knowledge of:

- AACR2r, MARC, and RDA cataloging standards
- Dewey Decimal classification scheme
- Library media terminology and processes such as book ordering procedures and inventory methods
- Bibliographic sources
- Standard reference materials
- Cataloging rules, policies, procedures and standards
- Recordkeeping and report preparation techniques
- Microsoft Office
- Web browsing techniques
- Operation of audio-visual and digital equipment

Ability to:

- Standardize headings according to the Library of Congress and Sears list of subject headings
- Resolve variant headings
- Import records from Z39.50 sources
- Resolve complex cataloging problems
- Perform original and copy cataloging
- Develop positive, cooperative relationships with others
- Work effectively with students and District personnel
- Compare records or files rapidly for accuracy
- Operate computers and related forms of technology
- Plan, organize, direct, and review clerical staff

ENTRANCE QUALIFICATIONS

Education:

An Associate in Arts degree or its equivalent with a minimum of 16 semester units or equivalent quarter units in Library Sciences from a recognized college or university.

Experience:

Four years of experience in library cataloging, bibliographic controls, and classification.

A bachelor's degree in Library Science may be substituted for up to 2 years of the required experience.

Special:

A valid California Driver License and the ability of private transportation, or the ability to use an alternative method of transportation.

SPECIAL NOTE

Employees will be required to complete the Destiny Library Manager and library practicing protocols training prior to completion of the probationary period.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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