

Hartford Public Library

Digital Cataloging Specialist P-III Exempt Non-Bargaining Unit

Reporting jointly to the Technical Services Director and the Curator of the Hartford History Center, the Digital Cataloging Specialist is responsible for the cataloging and processing of the Library's historical collections and the development and maintenance of the classical music collections. This includes providing reference services and public program assistance in the Hartford History Center; the training and supervision of Hartford History Center staff in the proper handling of historical materials according to archival standards; original and copy cataloging of classical music records, music scores and archival collections.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Answers reference questions and provides public program assistance.
- Participates in implementation of Hartford history related programs for all age groups including working with educators for class visits and library instruction.

STAFF DEVELOPMENT

- Maintains open communication with all staff.
- Training and supervision of Hartford History Center staff in the proper handling of historical materials and archival standards.

COLLECTION DEVELOPMENT

- Assumes responsibility for collection development of music scores, classical sound recordings, music literature and librettos.
- Evaluates the collection using information from users, potential users, and standard weeding and evaluation tools.
- Works with the library staff to ensure a well rounded collection both in the Downtown library and throughout the system.
- Performs original and copy cataloging and classification of library materials in accordance with international cataloging standards and library practices.
- Participates in catalog database maintenance and quality control of bibliographic and item records for music and archival collections.
- Performs a variety of technical and specialized library functions in relation to the preparation of bibliographic and item records including assigning cutters for each physical item and determining appropriate treatments for series of multipart items.

ADMINISTRATIVE

- Prepares daily, monthly, and annual reports as required.

- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.

PROFESSIONAL

- Maintains current knowledge in library principles and practices and in human resources management.
- Maintains awareness of current library issues and trends affecting cataloging and metadata.
- Maintains mastery of archival standards, procedures and access platforms.
- Reads professional journals regularly.
- Maintains membership in professional organizations such as CLA and NELA and actively participates as work and personal time allow
- Serves on professional and community committees/boards where appropriate

POSITION QUALIFICATIONS

- Masters degree in library science from an ALA-accredited program or equivalent.
- Minimum of three years cataloging experience.
-
- Direct knowledge and experience with OCLC Connexion and experience with an integrated library system (ILS); experience with III Millennium ILS preferred.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Music background of knowledge of the intricacies of music.
- Ability to manage multiple complex projects.
- Historical research and archival records management skills
- Experienced with Encoded Archival Description (EAD) preferred.
- Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Thorough knowledge of selection and classification of library collection
- Thorough knowledge of the principles and practices of modern library systems and programs.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs, specifically Microsoft Office Suite.
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation

- Ability to work well as a team leader and team member as well as ability to work independently
- Possess a broad knowledge in general subject areas and knowledge of authors, books, readers' interest, and reading levels
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.
- The employee is frequently exposed to dust; mold and mildew associated with the handling of historical materials and is occasionally exposed to fumes and airborne particles.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds