

# Adaptive Cataloger

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Job ID: 2544

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Code: 2887 Library Services Specialist II

Job Grade: Range A

Salary From: 3060.000000

Salary To: 4896.000000

Department: Tech Svc/Cataloging&Mat-8328

## Major Duties

Under general supervision, the Adaptive Cataloger performs adaptive cataloging of library materials of all subjects and in all formats; specializes in sound recordings, music scores, audio-visual materials and streaming media. Works closely with the ordering and receiving specialist in acquisitions, the music librarian, and the music & media circulation coordinator. Performs cataloging quality control of shelf-ready books, music scores and other materials. Assists in all tasks of bibliographic control, including bibliographic and authority searching, editing and inputting, and database maintenance. Performs descriptive cataloging of CSUN theses in book and non-book formats and performs other duties as assigned.

## Qualifications

Equivalent to three years of full-time, Library Assistant experience and a High School or equivalent certification OR two years of full-time, Library Assistant experience and two years/60 units of college; OR one year of full-time, Library Assistant experience and four years/120 units of college. Advanced knowledge of Library of Congress cataloging practices and Anglo-American Cataloging Rules 2 Revised, with thorough knowledge of OCLC searching techniques and cataloging procedures preferred.

Knowledge, Specialized Skills, and Abilities: Working knowledge of Library of Congress cataloging practices; Anglo-American Cataloging Rules 2 Revised; OCLC searching techniques and cataloging procedures; activities, policies, and procedures of the area to which the position is assigned and how that area interacts with other parts of the library; computer applications in the library; academic library setting; the library's collection; the system under which library materials are classified; and the catalog.

Ability and specialized skills to: work independently using relevant knowledge to determine the best course of action; interpret, modify, and verify library records within established rules and procedures; understand and operate library computer systems and use the resulting output; understand and interpret library rules and bibliographic standards and apply them with accuracy; and perform multiple

duties and administrative tasks; work accurately with attention to detail; use discretion in applying rules, regulations, and procedures; communicate effectively using standard English; work cooperatively with others; read and write English at a level appropriate to the position; use networked PC and Windows XP and software applications such as Library of Congress Desktop/Classweb and Innovative Millennium and OCLC.

### **Pay, Benefits, & Work Schedule**

Salary is commensurate with knowledge, skills, and experience. The university offers an excellent benefit package.

Anticipated hiring range: \$3060 - \$3800, dependent upon qualifications and experience.

### **How To Apply**

Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Initial review begins April 18, 2012, and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:

<http://www-admn.csun.edu/ohrs/employment/>

### **Equal Employment Opportunity**

The university is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, religion, national origin, sexual identity, sexual orientation, sexual expression, gender, marital status, age, disability, genetic information, disabled veteran, or Vietnam-era veteran status.