Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Technical Services Specialist - Cataloging/Metadata

Department: Library Reports to title: Head of Cataloging/Metadata

Full Time: X Part Time: Date Prepared: 9/11/2019

Job group and level: AO-4 Regular Daily Work Schedule: 8:30 am to 4:30 pm

Pay Type: Weekly X Monthly Months Per Year: 12 Hours Per Week: 35

(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position:

The Technical Services Specialist for Cataloging edits bibliographic and item records in the online catalog for Amherst College users and worldwide library partners. Works closely with the Head of Cataloging/Metadata to ensure timely turnaround, efficient workflows and high quality service for acquired materials. Trains and supervises student processing assistants. Participates fully as a member of the Technical Services department.

The Specialist takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

70% Copy cataloging

- Independently performs copy cataloging using bibliographic records in the online databases for books, films and sound recordings.
- Edits and updates records to conform to local practices, Five College policies, and national standards.
- Reviews call numbers and subject headings using Library of Congress databases
- Responsible for problem solving on complex copy cataloging records from Acquisitions Section staff.
- Updates Library’s holdings in international database on the web for Amherst community and researchers world-wide.
- Process Access Services lost and missing lists by deleting records from online catalog and international database; creates excel spreadsheets for Chair of Collection Development for replacement decisions.
- Maintains working knowledge of library policies and procedures. Engages in departmental discussions about best practices and policy change, updates shared documentation as needed.
15% Metadata

- For items digitized from the Archives, create an abstract summary describing significant elements according to local policies and practices.
- Assign access points using the national standards of the Library of Congress name and subject authority databases.
- Preparation for description may involve becoming familiar with the general background of the collection and its place in time.

10% Supervision of student assistant(s)

- Trains students in creating labels for shelving materials using UMD-print software.
- Provides quality control for physical processing done by student assistants.
- Works collaboratively with Access staff to ensure a steady workflow of materials for the open stacks and expedites items requested for reserve or faculty/student research.

5% Performs other duties/functions as requested

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

- Works closely with colleagues across the library, particularly in Technical Services and Access Services
- Straightforward operational interactions and communications such as providing, obtaining, and receiving information from library staff

4. Education: (include certifications and licenses)

Required: Associate’s degree

Preferred: Bachelor’s degree

5. Experience: (List specific skills necessary to perform this job)

- Impeccable attention to detail along with effective productivity
- Strong time management and organizational skills
- Ability to work independently and collaboratively
- Proficient computer skills and ability to learn new software
- Commitment to working with a diverse and inclusive community

Preferred:

- 1-3 years of library experience
- Experience or knowledge of cataloging or metadata
- Familiarity with a foreign language
- Experience supervising others and providing training
6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Work involves everyday risks or discomforts typically associated with libraries, offices, meeting, training rooms and classrooms. Work areas are adequately heated, lighted, and ventilated.
- Ability to push book trucks up to 120 lbs. (4 shelves of books)
- Normal visual concentration.
- Repetitive motions – including hands, fingers and wrists.

7. **Decision Making:**

Determines how to carry out day to day job responsibilities; activities and decisions are varied and such decisions are usually based on commonly encountered problems/ situations for which guidelines, procedures, policies or national standards already exist. Adjusts workflow and priorities depending on the academic calendar.

8. **Supervision Exercised/Received:**

- Position reports to Head of Cataloging/Music Librarian, with minimal training received from Metadata Management Librarian or Cataloger for Special Collections
- Provides training and supervision of student assistants

Supervisory Responsibility:  Yes  X  No  
Number of Student Employees Supervised:  2-3