HEAD CATALOGER

JOB DESCRIPTION

Job Title:	**Reports to**:	**Branch**:
Head Cataloger	Library Director	Headquarters

PROFESSIONAL SUMMARY

The Head Cataloger oversees the organization, cataloging, and maintenance of all library materials for the Lamar County Library System. This position ensures the accuracy, consistency, and accessibility of bibliographic records within the system's online catalog. The Head Cataloger performs both original and copy cataloging, maintains metadata standards, and supports branch staff with collection development and cataloging-related inquiries. This role requires strong attention to detail, a thorough understanding of cataloging principles, and the ability to balance technical precision with practical service needs across all branches.

KEY RESPONSIBILITIES

Cataloging and Collection Maintenance

- Perform original and copy cataloging for all new and donated materials using current standards, including RDA, MARC, and Dewey Decimal Classification.
- Maintain the accuracy and integrity of the library's integrated library system (ILS) through authority control, record editing, and consistent metadata management.
- Process and prepare all new items for circulation, including labeling, barcoding, and physical processing.
- Oversee book repair and maintenance processes to extend the lifespan of collection materials.
- Submit orders for new materials on a monthly basis and ensure timely receipt and cataloging.

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KEY RESPONSIBILITIES CONTINUED

Collection Development and Branch Support

- Collaborate with branch managers and staff to support collection development, weeding, and replacement decisions.
- Provide guidance and training to staff on cataloging procedures, material handling, and collection organization.
- Respond to cataloging and ordering questions from branch staff to ensure consistency systemwide.

Systems and Workflow Management

- Develop, implement, and maintain cataloging workflows, policies, and documentation in collaboration with the Library Director and Technical Services Assistant.
- Ensure all cataloging and processing procedures align with professional standards and Lamar County Library System policies.
- Serve as the primary contact for cataloging-related issues within the ILS and coordinate with vendors as needed.

Professional Development and Collaboration

- Stay current with emerging cataloging standards, technologies, and trends in metadata management.
- Work closely with the Library Director and other department heads to enhance catalog accessibility and collection visibility.
- Assist with system-wide projects and provide support to branches as needed, including coverage for mail runs and special events.

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KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough understanding of cataloging standards (MARC, RDA, AACR2) classification systems (Dewey Decimal).
- Strong organizational and analytical skills with exceptional attention to detail.
- Proficiency with integrated library systems (ILS), cataloging software, and related data tools.
- Ability to work independently and collaboratively in a multi-branch environment.
- Excellent communication and problem-solving skills.
- In addition to cataloging and technical services responsibilities, the Head Cataloger will assist with the daily operations of the library system as needed. This includes providing staff coverage at branch locations, assisting with scheduled mail runs between branches, and supporting system wide projects, special events, and other operational needs.

EDUCATION AND EXPERIENCE

Master's Degree in Library and Information Science (MLIS) from an ALA-accredited program or 3–5 years of progressively responsible library experience, including cataloging responsibilities.

WORK SCHEDULE AND EXPECTATIONS

The standard work schedule for this position is Monday through Friday, 8:00 a.m. to 4:00 p.m.. This role may occasionally require adjusted hours, travel between branches, or weekend work for system projects, training, or library events.

Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The Library Director may assign additional tasks as necessary to meet the needs of the Lamar County Library System.