

# Job Description



## 1. Job Details:

<b>Job Title:</b>	Cataloging Assistant	<b>Reports to:</b>	Head of Cataloging
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## 2. Job Purpose:

To carry out support tasks involving the processing of all non-shelf-ready materials.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	n/a				
<b>Number of Staff Supervised:</b>	0	<b>Direct Reports:</b>	0	<b>Contractor/Others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Check newly-acquired book titles against existing records in our catalog
- Check newly-acquired book titles against external bibliographic databases
- Download bibliographic records from external bibliographic databases into local files under the supervision of the Cataloging Officer
- Print and apply spine labels, RFID tags, and property stamps to non-shelf ready materials
- Create item records and spine labels for multiple volumes and multiple copies
- Apply book jackets and protective covers to library materials as needed
- Feed newly-processed books through the media measuring device
- Perform basic repairs of damaged library materials
- Assist in relocation and weeding projects under the supervision of the Cataloging Officer
- Other tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must ensure that all library technology activities within the Qatar National Library conform to relevant legislation, such as data protection, copyrighting, etc. Work is in a multicultural office and library environment. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements.

## 6. Communications and Working Relationships:

- Cataloging Officer – frequent contact to keep updated on work progress and for resolving issues
- Other Cataloging staff – frequent contact to keep informed on procedures and work flows
- Other Technical Services staff – contact as needed to meet work load demands

## 7. Problem Solving & Complexity:

- Consults with others when needed
- Backs up his/her solutions with relevant facts and figures
- Identifies problems within his/her own scope of work
- Discusses problems with others and escalates where appropriate, when solutions are not able to be readily determined

## 8. Decision-Making Authority & Responsibility:

## Cataloging Assistant

- Identifies issues and accepts responsibility for decisions within own scope of responsibilities
- Evaluates available information, analyses the facts from different angles and selects the best option
- Arrives at decisions in a thoughtful and timely way based on available information
- Takes action or escalates decision making where appropriate

### **9. Minimum Knowledge, Skills & Experience:**

- High School Diploma
- 2-5 years of relevant full-time work experience
- Keyboarding experience and basic computer literacy
- Proficiency in oral and written English language; Arabic proficiency an advantage