

Job Description



1. Job Details:

Job Title:	Cataloging Officer	Reports to:	Head of Cataloging
-------------------	--------------------	--------------------	--------------------

2. Job Purpose:

To perform original and complex copy cataloging of print and electronic resources.

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

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

4. Key Result Areas:

KEY RESULT AREAS

- Download, edit, and upgrade MARC records from vendors and bibliographic utilities into the ILS (Integrated Library System)
- Verify the accuracy of incoming shelf-ready resource records and ensure physical processing standards are met
- Help create and maintain standardized authority records in the ILS to improve resource access
- Provide input for improving Cataloging department procedures and work flows by identifying and communicating issues encountered while performing daily activities
- Maintain statistics and prepare reports as required
- Ensure the quality of bibliographic records through knowledge of international and local standards such as RDA, MARC21, AACR2R, LCSH, LC Classification; OCLC and LC cataloging practices; and other appropriate cataloging and metadata standards
- Supervise and train Library Assistants and helpers
- Keep up-to-date with international developments, trends and issues in cataloging
- 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 Librarian – frequent contact to update on work progress
- Cataloging Assistants – frequent contact to supervise and mentor their work
- Other Technical Services staff – contact as needed to follow workflow processes & resolve issues
- Other Library staff - contact as needed to provide access to library resources

7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions

- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight
- Provides practical comments for the improvement of the cataloging processes and workflows
- Must have the ability to exercise good judgment in relation to cataloging procedures with little supervision
- Significant decisions are referred to supervisor

9. Minimum Knowledge, Skills & Experience:

- Bachelor's Degree in Library Science or equivalent
- 2-5 years of full-time work experience in a technical services cataloging environment
- Experience working with a MARC21-based library management system
- Knowledge of international cataloging standards such as RDA, AACR2, LCSH, & LC Classification
- Knowledge of OCLC and LC cataloging practices and other appropriate cataloging and metadata standards
- Experience in copy cataloging of print and electronic resources
- Experience in print and electronic serials cataloging
- Good oral and written English skills; Arabic proficiency an advantage
- Proficiency in MS Office applications