



ELK GROVE VILLAGE LIBRARY
1001 Wellington Avenue
Elk Grove Village, IL 60007
Phone: (847) 439-0447
Website: www.egvpl.org

JOB OPENING

Part-Time Technical Services Assistant

Cataloger

Summary

Under the supervision of the Technical Services Manager, the Technical Services Assistant: Cataloger provides copy cataloging for a variety of items. Duties include obtaining cataloging records from OCLC, classifying items using the Dewey Decimal Classification, troubleshooting basic catalog record problems, and other tasks as assigned.

Responsibilities

- Utilizes the OCLC database for adaptive cataloging of new materials to create MARC cataloging records according to national standards and local policies
- Imports completed cataloging records to ILS
- Classifies library materials using the current Dewey Decimal Classification (DDC)
- Engages in maintenance of existing catalog records and authorities

Requirements

- Minimum of one (1) year of successful library experience
- Knowledge of cataloging standards and procedures including RDA, Library of Congress Subject Headings, DDC classification, and MARC formats
- Experience using Integrated Library Software (ILS) systems
- Ability to adapt to evolving technology
- Excellent written and verbal communication skills
- Ability to judge and evaluate information
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Educational Requirements

LTA Certification or relevant undergraduate or graduate college coursework

Hours

Part-time, 20 hours per week, Monday-Friday

Salary

\$18.94 per hour

Benefits

Sick days, vacation, holidays, Illinois Municipal Retirement Fund (IMRF)

Application Instructions

Submit Library application by November 21, 2022 to the attention of:

Nichole Kelley | nkelley@egvpl.org

Head of Technical Services

Elk Grove Village Public Library

1001 Wellington Avenue

Elk Grove Village, IL 6007

Applications are available at the Circulation Services Desk and online at www.egvpl.org. This job description is a general guide to the duties and responsibilities of the position, and is not intended to list every possible task that an employee may be directed to perform. All prospective employees are subject to a background check. The Elk Grove Village Public Library is an equal opportunity employer.

Posted November 7, 2022



ELK GROVE VILLAGE LIBRARY
1001 Wellington Avenue
Elk Grove Village, IL 60007
Phone: (847) 439-0447
Website: www.egvpl.org