

**Position Title: Circulation Assistant/Cataloger**

**Hours:** 20 hours per week

**Supervision Received:** Works under the general supervision of the Library Director

**Essential Functions:**

- Delivers prompt and courteous assistance to all patrons regarding the use of Library resources, equipment, and services. Responsible for maintaining and promoting a welcoming and inclusive physical and virtual Library environment.
- Provides circulation services including card registrations, answering account questions, checking materials in and out. Assists with Interlibrary loan delivery processing, and shelving materials. Handles money for patron transactions and daily accounting related to Library services.
- Provides copy cataloging. Assigns call numbers using the Dewey Decimal Classification system. Applies local and national cataloging standards. Identifies appropriate bibliographic records in ILS database to add local holding items. Advises staff on locally and consortially defined best practices for cataloging.
- Provides some complex cataloging, including cataloging non-traditional materials. Creates brief bibliographic records when needed. Adds/edits local holding information in the ILS database. Prepares materials for CWMARS Cataloging Center.
- Withdraws/deletes materials from holdings. Assists with collection maintenance projects.
- Verifies, produces, and applies labels, stamps, covers, barcodes, etc. to materials, or supervises their application. Provides book repair and/or oversees book repair volunteers. Inventories and regularly orders department supplies necessary for processing materials.
- Responds to reference and information requests helping patrons with their information needs. Assists patrons with reference and reader's advisory requests.
- Assists with Library programming as needed.
- Creates lists and statistical reports as needed. Supports the collection of data in other areas of Library services.
- Other duties as assigned.

**Minimum Job Requirements:**

- Two years experience in a library setting.
- Experience with cataloging and metadata.

**Preferred Job Requirements:**

- Bachelor's degree.
- Experience working in a public library or other learning environment with a variety of stakeholders and populations.
- Experience with collection maintenance.
- Experience with Evergreen ILS or similar ILS.

**Knowledge, Skills, and Abilities:**

- Demonstrated attention to detail.
- Strong oral and written communication skills.
- Ability to identify and establish priorities, and exercise initiative and independent judgment in a variety of situations.
- Ability to work collaboratively and independently while supporting an inclusive, collegial work environment.
- Ability to balance multiple ongoing projects.
- Knowledge of cataloging principles and practices.
- Knowledge of Dewey Decimal System.

Must be available to work evenings and weekends.

Compensation: Hourly rate: \$17.25-\$20.49; Yearly rate: \$17,940- \$21,310  
Paid work week is 20 hours including evenings and Saturdays.

Position includes benefits.

Closing date: Resumes will be accepted until the position is filled. Initial screening will begin July 7, 2022.

To apply, please submit a cover letter, resume, and the names and contact information for three references to: [jmynes@ashburnham-ma.gov](mailto:jmynes@ashburnham-ma.gov). Please direct any questions to the same email.