



Job Description

Cataloging Librarian (Full-Time Non-Exempt)

Job Summary:

Works as part of a small team to manage the receiving, cataloging, physical processing, and de-acquisition process for a collection of approximately 180,000 physical items. This essential work ensures that all departments—and the public—can effectively access and locate materials through the catalog.

The ideal candidate is committed to excellence in maintaining accuracy in the Library catalog and physical collections, enjoys detailed, hands-on work, and is able to prioritize overall Library objectives with their own daily projects. Reports to the Head of Cataloging & Collection Management.

Essential Job Functions:

- Verifies accuracy of existing MARC bibliographic records in III Sierra and modifies them to meet RDA requirements and LION consortium cataloging standards.
- Creates original MARC records for unique items.
- Completes physical processing as needed, including covering, labeling, stamping, and packaging.
- Ensures cataloging and physical processing are complete and accurate.
- Mends library items, including archival and special items, and assists with preservation.
- Other duties as assigned.

Additional Job Duties:

- Develops and maintains a portion of the collection, including selection of materials and weeding.
- Provides customer service at the Information desk on scheduled night and weekend rotations, and as needed.

Required Knowledge, Skills, and Abilities:

- A Master's Degree in Library/Information Science, with experience in reference and library technical services, or commensurate education and experience. Current students encouraged to apply.
- Functional knowledge of public library organizations and collections.
- Working knowledge of principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- Experience with MARC records and Dewey Decimal Classification.
- Strong Microsoft Office skills, especially Excel, Publisher, and Word.
- Experience with Sierra ILS highly desirable.
- Excellent verbal and written communication skills.
- Exceptional organizational skills and attention to details.
- Ability to prioritize tasks and manage multiple projects simultaneously.
- Collaborative mindset with the ability to work harmoniously with staff, vendors, and external organizations.
- Proven track record of outstanding customer service to a wide range of ages and abilities.
- A commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move throughout the library to access collections, attend programs and meetings, and operate office equipment.
- Remain in a stationary position 50% of the time.
- Communicate with staff and the general public and exchange accurate information.
- Have the visual acuity required to read and view from a computer terminal.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, and copy machines.
- Move equipment and book carts up weighing up to 50 pounds around the library building.
- Must have reliable transportation for work shifts, as well as to transport self to work-related meetings, workshops, conferences, etc.

Hours:

37.5 hours per week, including one evening a week and weekend hours on rotation.

Benefits & Compensation:

- Salary range is \$55,000 - \$65,000 depending on qualifications and experience
- 20 vacation days, 13 paid holidays, 4 personal days
- Medical and dental insurance
- Life insurance for employee
- TIAA 403 (b) retirement plan with 7% employer contribution after one year of service

Disclaimer: Nothing in this job description restricts Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects Wallingford Public Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.

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