

**Adams State College  
Nielsen Library**

**Circulation & Cataloging Librarian**  
Position Description

**NATURE OF WORK**

The Circulation and Cataloging Librarian serves as the head of both the Circulation and Technical Services Departments. This position coordinates the day to day operation of each department including processing and cataloging of new materials, shelving, the printing and mailing of overdue and billing notices, as well as the training of library personnel and work study students who staff the circulation desk, shelve, and assist in technical services.

**SUPERVISION**

The Circulation and Cataloging Librarian supervises one (1) full time Library Specialist II as well as work study and hourly employees. The Circulation & Cataloging Librarian reports to the Library Director.

**SUMMARY OF RESPONSIBILITIES**

- Original and copy cataloging of materials in all formats.
- Bibliographic maintenance of the library's collection.
- Draft and disseminate circulation policies and procedures.
- Staff the library's Reference Desk for approximately 8 hours per week, including one evening.
- Promote and maintain a working relationship with multiple Adams State College academic departments.
- Update the electronic index to the local newspaper.
- Provide bibliographic instruction sessions to Adams State College students and staff in coordination with the Instruction Librarian.
- Supervision and evaluation of full time Library Specialist II.
- Hire, train, and supervise work study students employed in Circulation and Technical Services Departments.
- Other duties and responsibilities as assigned.

## **QUALIFICATIONS**

Excellent oral and written communication skills; exceptional interpersonal skills; demonstrated commitment to customer service and teamwork; ability to work independently and be self-motivated; and ability to teach effectively.

Masters degree in library science from an ALA-accredited program is required.

### **Prefer experience in:**

- Cataloging materials in MARC format
- Background in OCLC cataloging software
- General academic reference work
- Microsoft Office and other PC applications
- Internet and database searching
- Teaching and supervision