



## **Job Description For Cataloger**

### **Basic Function:**

Reporting to the Cataloging Unit leader, the cataloger performs a variety of complex technical and specialized library functions in relations to the preparation of bibliographic and item records for monographs, journals and other library material. Perform original and copy cataloging and adapts online records according to guidelines in all subject areas and in dozens of languages.

### **Characteristic Duties and Responsibilities**

- Perform original descriptive and subject cataloging for various library materials in a variety of languages and subject fields; determine appropriate guidelines in applying rules of Anglo-American Cataloging Rules, Library of Congress subject heading policies, Dewey Decimal Classification, Arabic subject headings, MARC21 and catalog materials in categories of advanced specialized backgrounds.
- Conduct complex searching and researching in English and several foreign languages to establish appropriate form of main entries, added entries and place names; assign main entries and subject headings; determine edition statements, imprints, collations and series notes.
- Perform copy cataloging in several subjects and Roman languages in all subject areas from OCLC or LC and compare piece in hand to OCLC-derived MARC record
- Create item record, assign cutter and print spine label for each physical item
- Carry the primary responsibility for the development and maintenance of those parts of the catalog that pertain to collections under their jurisdiction. This means that all functions necessary for the creation and maintenance of the catalog that are not assigned to copy cataloging or authority control personnel or other support staff are part of the cataloger's responsibilities.
- Lead the way in researching new techniques and technologies for cataloging, share findings with colleagues, and make recommendations for implementation in department processes as appropriate.
- Determine appropriate treatments for series or multipart items, except in cases where the default treatment (fully analyzed, traced, and classified separately) has already been established in the authority file
- Provide assistance to other catalogers in resolving difficult cataloging problems in specialty areas of language and subject competence.
- Work closely with subject specialists and reference librarians to provide intellectual and physical access to materials in a timely manner.
- Serve on various library committees and provide recommendations for the improvement and streamlining of library services.

**Competencies:**

- Ability to understand the change process and how it will impact daily activities; ability to change strategies/behaviors in response to changing priorities and conditions.
- Ability to maintain a conducive atmosphere for job productivity and satisfaction where team goals are aligned to meet library objectives.
- Ability to establish efficient, realistic plans that clearly convey the mission and philosophy of the BA, set priorities, and communicate, share, evaluate and measure plans.
- Ability to experiment and take risks and responsibility for outcomes; monitor and analyze current trends; exercise creativity and pioneering in related areas of the profession; and willing to work hard to identify alternatives to achieve objectives; act to maintain a healthy sense of urgency.
- Demonstrates a high level of understanding of librarianship and the information industry, in particular emerging ethical and legal issues pertaining to the dissemination of information electronically in a public library environment.

**Required qualification:**

The successful candidate will have a Bachelor degree and professional/practical library experience in public, academic or research library utilizing traditional and new library systems and techniques; knowledge of cataloging practices and procedures and knowledge of library automated systems.

Must demonstrate strong organizational, planning, promotional skills. Must possess strong communication, and interpersonal skills, and the ability to interact effectively with colleagues, and other diverse groups and individuals in a friendly manner. Ability to quickly adapt to and learn new software without extensive training, flexibility and willingness to embrace change.

Must have working knowledge of one or more foreign languages, ICDL certificate and a TOEFL score of no less than 500.

**Reports to:** Cataloging Unit Head

**Library of Alexandria**

The Bibliotheca Alexandrina (BA) is a fully integrated cultural institution which consists of libraries, museums, exhibitions areas, centers of excellence and a large conference center. The BA is an Egyptian institution with international dimensions. For more information go to [www.bibalex.org](http://www.bibalex.org)

**To apply for this position**

Send a letter of interest and the names, addresses, and telephone numbers of three professional references to: Dr. Sohair Wastawy, Chief Librarian, Library of Alexandria El Chatby, Alexandria, Egypt 21526 E-mail [sohair.wastawy@bibalex.org](mailto:sohair.wastawy@bibalex.org)