



Library Assistant- Cataloging
\$14 per hour/Part-time: 19 hours per week/no benefits

The West Warwick Public Library seeks an organized, adaptable, public oriented individual for the library's Circulation Department. This person should be able to work on their own, be flexible, pay accurate and close attention to detail, and learn quickly. This position reports directly to the Head of Circulation.

Job Duties

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Under the direction of the Head of Circulation, processes books and other materials for identification and tracking in the automated database and for shelf location and accessibility.
- Unpacks boxes of new materials and checks them against shipping list and order forms.
- Searches the OSL database for titles; for records found in database, adds West Warwick copy information; for titles not found in database, follows specific OSL procedures for requesting new cataloging records, or consults with reference or children's librarian.
- Performs detailed step-by-step procedures in processing materials, including securing book jackets, affixing bar codes, and generating author, title, and classification labels.
- Updates item records and requests updates from OSL as requested by various department heads.
- Reprints various item labels as needed.
- Processes donations into the collection as directed by various department heads.
- Performs similar duties as described for audiovisual materials including audio compact discs and DVD's.
- Responsible for all additions into the database.
- Maintains records of additions to database.
- Performs Circulation Desk duties as needed including checking in/out of materials, issuing library cards, locating material in the library, using the online catalog, answering phone calls, processing interlibrary loan delivery, and other circulation duties.
- Fills in at other service desks as needed.
- Performs other related duties as required.

Qualifications, Skills, and Working Conditions

- High school diploma (or equivalent)
- Proficiency with computers and technology, and a willingness to learn new applications.
 - Familiarity with Koha or other ILS systems, and/or Google Workspace
 - Prior cataloging experience a plus
- Demonstrated experience in public service and customer service skills through retail, library or other public service experience.
 - Ability to work independently
 - Strong Organizational skills
 - Ability to set priorities among tasks
- Ability to learn and adapt to new procedures
 - Attention to detail is essential
- Good work ethic demonstrated in punctuality in reporting for work, organizational skills, and thoroughness
 - Excellent communication skills and a sense of humor
- Ability to lift 20 lbs., stand for extended periods of time, push carts, pull wagons, squat, bend, and reach above head
 - Schedule flexibility preferred, willing to work occasional additional shifts.

Please submit a resume and cover letter via email with the subject heading "Cataloging Assistant" to the Head of Circulation at caitlin@wwpl.org. Applications accepted until position is filled. Applications via mail should be sent to: Caitlin Mendoza, 1043 Main Street, West Warwick, RI 02893.

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