Chinese Studies Library Spec, Sr (Biblio Mgmt)

943110: LITS: Area Studies Librarians

71321BR

Job Description

Reporting to the team leader of the International Area Studies Team, the Chinese Studies Library Specialist handles acquisitions and cataloging of Chinese materials.

Key Responsibilities & Duties

- Performs original and copy cataloging of Chinese language materials according to Library of Congress classification, cataloging rules, and subject headings, contributing records to both OCLC and Alma.
- Conducts pre-order searches and creates orders for selected titles in the languages of Chinese in subject areas related to humanities and social sciences.
- Handles receipt of ordered Chinese language materials, including firm orders and standing orders, searching OCLC database for bibliographic records, and loading matching records into Alma, the library system.

Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Proficiency in Chinese language.
- Bachelor’s degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training
- Ability to accomplish timely and high-quality work, handles a variety of duties, and adapt to changing demands and priorities.
- Ability to work successfully in a team environment, and communicate effectively with all segments of an academic community

JOB DESCRIPTION: Performs complex bibliographic management operations (e.g. searching; checking the series and name authority files; and creating, reviewing or updating the cataloging record) using a specialized knowledge of online databases, microcomputer applications, complex reference tools, and/or foreign language skills. Creates permanent machine-readable bibliographic and authority records; may perform online bibliographic updates. May establish headings to contribute to
the Library of Congress Name Authority database. Verifies or assigns subject headings and classifications (e.g. Library of Congress, National Library, or Dewey Decimal.) May supervise or direct the work of staff/students. Performs related responsibilities as required. MINIMUM QUALIFICATIONS: Bachelor's degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training. Requires one or more of the following: computer skills, special skills or a proficiency in a foreign language. DATE CREATED/MODIFIED/REVIEWED: 06/08/06 AMM

Operating Unit/Division

LITS: Library and IT Services

Full/Part Time

Full-Time

Regular/Temporary

Regular

Minimum Hourly Rate $

16.201923

Midpoint Hourly Rate $

21.538462

Minimum Annual Rate $

33700

Midpoint Annual Rate $

44800

Preferred Qualifications

• Experience using an integrated library system.
• Experience using OCLC for bibliographic records searching and assessment.
• Ability to analyze working procedures and initiate suggestions for improved work efficiency.
• Working knowledge of the Microsoft Windows operating system.