12/18/2015

**Job Title:** **Bibliographic Services Support Specialist Description Type:**[x]  New **[ ]**  Revised

**Job Category:** Grade 2 **FLSA Status:** **[ ]** Exempt [x]  Non-exempt

**Reporting Relationship:**

**Reports to (Title):** Bibliographic Services Manager

**List of direct reports (by Title):** **[ ]** Applicable  **[x]** Not Applicable

**Position Summary:**

Performs original cataloging, copy cataloging and authority control on the SWAN database to ensure library materials in all formats are discoverable and accessible to customers via online catalog. Responds to member libraries questions and solves problems according to standardized procedures while maintaining a courteous manner.

**Core Job Functions:**

* Maintains name, title, and subject Authority Control.
* Performs cataloging functions (copy cataloging and original cataloging), as well as routine Bibliographic Services functions.
* Works with SWAN Bibliographic Services Manager and SWAN Bibliographic Services Consultant in the review of authority issues, data entry issues, and problem resolution.
* Reviews system reports of authority conflicts and resolves them.
* Makes corrections and changes to existing bibliographic records online as necessary.
* Performs original cataloging of print and non-print materials.
* Makes independent decisions regarding the creation and editing of MARC records for print and non-print materials.
* Reviews and corrects bibliographic records in the SWAN database.
* Creates, edits and transfers MARC records to SWAN.
* May assist member libraries with creation of statistical reports and batch edits of item records.
* Assists with new or special projects.
* May assist with planning and presentation of workshops and training sessions.
* Consults with staff of member libraries concerning SWAN Bibliographic Services issues, by phone, fax, email, paper change request forms and online web forms.
* Other duties as assigned.

**Knowledge, Skills, and Abilities:**

Education -

* Bachelor’s Degree or LTA degree, or equivalent experience
* A minimum of two (2) years of related library work experience strongly preferred

Knowledge/Experience -

* Knowledge of MARC format, AACR2r, RDA, LC subject headings and other LC policies and procedures.
* Demonstrated success in outstanding customer service interactions.
* Excellent oral and written communication skills.
* Ability to multi-task while ensuring meticulous accuracy.

**Acknowledgement**

I acknowledge that I have read the job description and requirements for the Bibliographic Services Support Specialist position and confirm that I can perform these core job functions.

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 Signature Date