

PIEDMONT REGIONAL LIBRARY SYSTEM

POSITION TITLE: Technical Services Assistant

HOURS & SCHEDULE: 16 hours per week, part-time, Monday-Friday

JOB SUMMARY:

The Technical Services Assistant is a part-time position focused on supporting cataloging functions and responsibilities. The employee provides clerical and technical support to the Technical Services Librarian. This position assists in the preparation, processing, and cataloging of library materials and ensures accurate and efficient data entry into the catalog system. The role supports the overall goal of providing timely access to library materials for patrons throughout the library system.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Sorts and organizes shipments of new library materials received from the library branches.
- Physically processes all formats of library materials to prepare them for circulation, including printing and affixing spine labels.
- Assists with copy cataloging a variety of materials according to MARC21, RDA, and PINES standards.
- Applies PINES cataloging practices, and policies and participates in relevant training sessions and other PINES meetings as directed.
- Runs reports and assists with other data processing tasks related to technical services.
- Other duties as assigned.

QUALIFICATIONS:

- Prior library experience required.
- Bachelor's degree required; Master's degree in Library Science or library management preferred.
- Ability to learn and apply cataloging principles, including interpreting MARC21 records and using RDA standards in accordance with PINES cataloging practices.
- Ability to learn PINES cataloging procedures, including matching criteria for major formats and local practices for assigning call numbers, shelving locations, and other cataloging decisions.
- Basic computer skills with a proficiency in bibliographic searching using PINES, OCLC Connexion Z39.50, and WebDewey to locate, verify, and import accurate catalog records.
- Ability to perform detailed data entry and ensure accuracy when editing or reviewing bibliographic and item records.
- Strong organizational skills, attention to detail, and a commitment to maintaining high-quality catalog records.
- Commitment to the mission of public library service and to supporting equitable access to library materials.

- Ability to meet the schedule and responsibilities of the job.

TRAINING, SUPERVISION, AND EVALUATION:

The Technical Services Assistant is supervised and evaluated by the Technical Services Librarian. Training is both formal and informal, including training through the PINES Cataloging Specialist, webinars, and other sources as needed.