

LIBRARY JOB FAMILY - CATALOGER MATRIX

11/01/97

Level	Function/Roles	Minimum required	Common Activities
56	<p>Cataloger</p> <p>First career-level cataloger</p>	<p>MLS or equivalent 2 years relevant experience</p> <p>Typical skills and experience:</p> <p>Solid working knowledge of one or more foreign languages</p> <p>Solid working knowledge of AACRII international cataloging principles and practice, USMARC and bibliographic utilities</p> <p>Basic understanding of authority records (local and NACO)</p>	<ul style="list-style-type: none"> ● Original cataloging of works in several languages and formats. All work is initially subject to review/revision; work may involve specialized subject areas; Depending upon cataloging experience, subsequent review takes place to ensure that work continues to meet expectations and conforms to current cataloging policies ● Is trained in local practices of subject analysis and classification ● Takes part in continuing training in more complex aspects of the job; Keeps current in review of rule changes, new cataloging software applications, technology changes, development in HOLLIS, OCLC/RLIN, and NACO ● Contributes to local cataloging policy ● Create and maintain authority records (local and NACO) ● Works within the context of a team or division; contributes by attending intra-departmental meetings and system-wide meetings, i.e. sessions of the Cataloging Discussion Group or presentations related to HOLLIS II; Attendance at regional and national conferences is valued ● A major component of the job may be responsibility for training or supervision of support staff and student or casual employees. May include training in OCLC/RLIN, searching, copy cataloging or serial records management as well as revision of work produced

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Level	Function/Roles	Minimum required	Common Activities
	Manuscript cataloger	Specific competencies: Solid working knowledge of aspects of archival and rare manuscript management Basic understanding of subject and historical background of manuscripts	
	Serials Cataloger	Solid working knowledge of serials cataloging in all formats	<ul style="list-style-type: none"> ● Catalogs to full-level CONSER requirements and submits cataloging to CONSER office for review ● Handles routine monographic series ● A primary activity is to create and maintain authority records
	Monograph Cataloger	Solid working knowledge of monograph cataloging in all formats	
	Supervising Cataloger	Comprehensive knowledge of cataloging practice Effective communication and supervisory skills	<ul style="list-style-type: none"> ● Responsible for training or supervision of support staff and student or casual employees. May include training in OCLC/RLIN searching, copy cataloging or serial records management as well as revision of work produced

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57	Cataloger	<p>MLS or equivalent 2nd specialized advanced degree may be preferred (i.e. MS, JD, MD, MBA, etc.) 2-4 years experience</p> <p>Standard skills and experience:</p> <p>Advanced knowledge of one or more foreign languages and/or a subject specialty</p> <p>Advanced knowledge of AACRII international cataloging principles, rules and tools, including Library of Congress Rule interpretations and subject analysis and classification</p> <p>Demonstrates familiarity with emerging publishing technologies</p> <p>Advanced knowledge of OCLC/RLIN, NUC, reference tools and pre-AACRII cataloging rules</p> <p>Advanced knowledge of authority records (local and NACO)</p> <p>Ability to quickly master local practices of subject analysis and classification</p> <p>Demonstrates competence in complex bibliographic situations, e.g. subseries, conferences, multiple title changes, works lacking complete publishing information, etc.</p>	<ul style="list-style-type: none"> ● Original cataloging in one or more foreign language in all bibliographic formats ● Creates all types of authority records; works independently without review ● Serves as a resource person for difficult cataloging questions/problems ● Develops and recommends local policies. Reviews and makes comments on National draft policies and proposals ● May be responsible for reviewing and revising work of other original catalogers and library assistants, and recommends changes to work flow ● May also train catalogers in various cataloging activities ● Participates in divisional and library-wide technical services committees and working groups ● Participates in HCL and/or HUL committees and working groups ● Exchanges ideas with colleagues at Harvard and other institutions ● May supervise support staff ● May conduct job related research

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	Manuscript Cataloger	Specific competencies: Advanced knowledge of aspects of archival and rare manuscript management Solid knowledge of subject and historical background of manuscripts	
	Serials Cataloger	Advanced knowledge of serials cataloging in all formats	<ul style="list-style-type: none"> ● Catalogs to full-level CONSER requirements and submits cataloging to CONSER office for review. ● Handles all monographic series ● Creates and maintains authority records
	Monographs Cataloger	Solid working knowledge of monograph cataloging in all formats	
	Supervising Cataloger	Advanced knowledge of cataloging practice and procedures Effective communication and management skills	<ul style="list-style-type: none"> ● Responsible for training or supervision of cataloging staff. Trains in OCLC/RLIN searching, copy cataloging or serial records management as well as revision of work produced

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Level	Function/Roles	Minimum required	Common Activities
58	<p>Cataloger</p> <p>(continued)</p>	<p>MLS or equivalent 2nd master's preferred 2-6 year's experience</p> <p>Standard skills and experience:</p> <p>Advanced knowledge of one or more foreign languages or a subject specialty</p> <p>Advanced to expert knowledge of AACRII international cataloging principles</p> <p>Advanced written and verbal communication skills</p> <p>Solid working knowledge of acquisitions and collection development, and cataloging management</p> <p>Supervisory skills helpful</p>	<ul style="list-style-type: none"> ● Supervises a unit of professional and support staff. Hires, evaluates, trains, revises and recommends promotion and termination ● Develops and implements policies. Adapts workflow of the team/department/division to suit both internal and external needs ● Adapts, prioritizes and reorganizes workflow to accommodate changing needs as they arise ● Recommends cataloging procedures, innovative software adaptations and database selection for use by other departments or libraries ● Interprets cataloging procedures to patrons as well as to other academic and administrative officers ● Collaborates and negotiates with department heads and colleagues at Harvard and other institutions ● Sets the standards for cataloging in the unit ● Demonstrate a detailed understanding of theoretical and technological changes in the profession, predicting and advocating for change through teaching, publishing or serving on planning committees ● Allocates and monitors financial expenditures ● Participates on technical services committees and task groups on a regular basis ● Serves on local and/or Harvard University Library committees ● Conducts job-related research ● Creates manuals, directories and reports for use either within the local unit or in the international library community

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			<ul style="list-style-type: none"> ● Performs community outreach, particularly that which enhances the prestige and importance of the library profession ● May perform original cataloging as time permits ● Serves as a mentor within the local unit or in the greater library community ● Monitors the university's participation in national projects, such as CONSER or contributed cataloging programs

This matrix may be used singly or in combination with others. Supervisory responsibility and size of library noted are for guidance only; grade assignment may be dependent on these and/or other criteria of job, such as budget, supervision, size and complexity of collection or clientele, etc.

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Level	Function/Roles	Minimum required	Common Activities
59	<p>Cataloging</p> <p style="text-align: right;">(continued)</p>	<p>MLS or equivalent 2nd master's or doctorate preferred 4-6 years supervisory experience</p> <p>Standard skills and experience: Advanced written and verbal communication skills and teaching skills</p> <p>Advanced knowledge of AACRII international cataloging principles</p> <p>Advanced knowledge of cataloging technology and technical services</p> <p>Advanced experience in cataloging management</p> <p>Specialized subject or language expertise</p> <p>Supervisory Skills</p>	<ul style="list-style-type: none"> ● Manages a cataloging or technical services department in a large library and/or has an area of responsibility which functions across the library system ● Defines cataloging goals and objectives ● Hires, evaluates, trains and recommends promotion and termination of professional and support staff. May train and review the work of staff in other libraries ● Set cataloging policy for the individual library and makes recommendations for policy for other libraries ● Contributes expert knowledge in order to direct policy planning for the entire library ● Determines and responds to changing cataloging needs ● Develops and directs special projects and programs ● Demonstrates cataloging expertise and performs original cataloging, especially of problem materials ● Creates manuals, directories and reports for use either within the local unit or in the international library community ● May supervise other technical services functions such as acquisitions, preservation, and end processing. Serves as a main resource to other departments for questions related to the bibliographic database ● Participates on technical services committees and task groups on a regular basis ● Serves on local and/or Harvard University Library committees

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Level	Function/Roles	Minimum required	Common Activities
			<ul style="list-style-type: none"> ● Writes grant proposals ● Conducts job-related research ● Monitors participation in national projects, such as CONSER or contributed cataloging programs ● Publishes, teaches or otherwise broadly communicates a vision of the library and its role in the larger community ● Performs community service, particularly that which enhances the prestige and importance of the library profession

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Level	Function/Roles	Minimum required	Common Activities
60	Cataloger	<p>MLS or equivalent 2nd master's degree or doctorate preferred 6-10 years' management experience</p> <p>Standard skills and experience:</p> <p>Advanced written and verbal communication skills and teaching skills</p> <p>Expert knowledge of AACRRII international cataloging principles</p> <p>Expert knowledge of cataloging technology and technical services</p> <p>Advanced experience in personnel and cataloging management</p> <p>Expertise in budget preparation</p> <p>Specialized subject or language expertise</p>	<ul style="list-style-type: none"> ● Implements and encourages development of new departmental policies and methods ● Initiates change within a major department ● Advises other departments, both at Harvard and elsewhere, on implementing change in cataloging procedures and policies ● Directs a large department (up to 100 professional and support staff) and is ultimately responsible for hiring, evaluating division heads and terminations (in conjunction with Human Resources) ● Influences the decisions of other libraries and other departments ● Uses expertise to enforce policies and to initiate change on a large scale ● Represents the department at library meetings ● Serves on university committees (such as HOLLIS II Steering Committee) to determine future library practices ● Serves as a consultant both within and outside the Harvard community ● Represents the university as the expert on cataloging policy at national and international meetings ● Conducts library and other scholarly research ● Predicts and advocates for change on the national and international level ● Publishes and teaches or otherwise communicates expertise in library management ● Recommends participation in national cataloging projects, such as CONSER or contributed cataloging projects.