

## **Library Cataloging Intern Job Description**

**Department:** McCracken Research Library

**Internship Title:** Library Cataloging Intern (2019)

**Overview:** This internship introduces the student to the craft of monograph cataloging in a research library setting. The intern will learn the basics of cataloging books, including the use of cataloging tools such as MARC 21 and LCSH. The intern will import and edit bibliographic records from OCLC, verify authority records, and write LC call numbers. Attention will be paid to editing and creating high-quality bibliographic records, as well as following local practices according to the subject specificity of the library.

**Level of Responsibility:** Reports to Associate Librarian / Senior Cataloger

### **Specific Duties and Responsibilities:**

- Import bibliographic records from OCLC.
- Edit records to comply with MARC 21 standards and local practice.
- Write and edit LC call numbers.
- Verify LC name and subject authority headings.
- Weed second copies from collection.
- Create new bibliographic records as needed.

### **Qualifications:**

The qualified intern will be an MLS student or library paraprofessional with an interest in learning monograph cataloging. Some experience in navigating integrated library systems preferred. Must have extreme attention to detail and ability to focus. Must be able to collaborate and work cooperatively: while cataloging is an individual activity, the focus is on the achievement of shared goals and working toward a common cause of making material available to the end user.