



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: June 17, 1993 Department: Library

Title: Data/Account Clerk I Level: III

FUNCTION

To provide routine cataloging and clerical support and assistance in the varied tasks of the Technical Services Department, Cataloging area, Library.

SOURCE OF SUPERVISION

Immediate supervisor, Catalog Librarian.

DUTIES AND RESPONSIBILITIES

Copy Cataloging - Use OCLC automated on-line system to search for bibliographic records of all materials (books, videos, etc.) added to library collection which includes purchases, gifts, and cataloged government documents. Edit the records, check series titles and classification number against the OCLC and NOTIS authority files, and input edited copy into OCLC system for label-making and card production.

Processing - Make labels for materials to be added to collection, add labels, security strips, and bar codes to items, and perform other necessary work to prepare items for stacks.

Withdrawing - Process items to be withdrawn from collection, including deleting holdings from the OCLC database and NOTIS on-line catalog.

Repair and Bindery - Repair items as needed; determine which items need binding and prepare for bindery.

Shelf-List - Maintain the library hardcopy shelf list of holdings by filing shelf list cards and checking the filing done by student workers.

Statistics - Maintain statistics on items cataloged, withdrawn and reclassified.

Perform related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature

Date Issued: June 21, 1993

Department: Library

Title: Data/Account Clerk I Level: III

Job Qualifications

Graduation from high school; typing proficiency a minimum of 40 words per minute; accuracy in spelling; some experience with computers and office work preferred.

PHYSICAL DEMANDS

Be seated all day; occasional bending, stooping, pushing and pulling of book carts. Use of fine motor skills for typing and computer input; ability to concentrate on computer screen 25% of time. Gross motor skills for book repair and bindery, filing, making labels and preparation of books for shelving and copying. Ability to read and understand, to see with or without aid under normal circumstances and to communicate with students.

Department Head Signature

Date