

**Barclay Public Library  
Job Qualifications  
Children's Librarian/Cataloger**

This position requires thorough knowledge and performance of all duties of the Clerk 1 Position on a regular basis. In addition, the Children's Librarian/Cataloger is assigned the following responsibilities:

- A. Plan and present preschool storytime at the library and at Harristown Village Hall.
- B. Plan and present music makers for preschool children.
- C. Plan and present programs for school age students in the library and at Harristown Village Hall according to needs determined by current library plan.
- D. Plan and implement summer reading programs for preschool, elementary/middle schoolers and high schoolers. This includes researching and hiring performers.
- E. Organize class visits for summer reading promotion in May of every year and present/promote the summer reading club at Warrensburg-Latham and Sangamon Valley schools.
- F. Plan and present additional programs for teens, elementary students, preschoolers, and families at the library and Harristown Village Hall.
- G. Seek assistance with craft preparation from other staff or volunteers as needed.
- H. Assist library director with grants, statistics, reports, and public relations.
- I. Conduct outreach and create flyers, posters, and social media posts to market programs.
- J. Attend and participate in system-sponsored workshops and continuing education when available.
- K. Recommend children's books for purchase.
- L. Thoroughly communicate instructions and directions for summer reading program and other programs and events to coworkers.
- M. Create and maintain displays. Check the displays regularly and fill in with additional items as needed.
- N. Keep an inventory of necessary children's and cataloging supplies and purchase with approval from the Library Director.

The children's librarian also serves as liaison to the schools in the district and is available to

- A. Read to elementary classrooms upon request.
- B. Present book talks to suggest appropriate titles for various age groups.

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- C. Work with school(s) in planning Family Reading Night and other activities.
- D. Work with school librarians and teachers in areas of curriculum support.
- E. Lead book clubs.
- F. Other duties as assigned.

In addition, the Children's Librarian/Cataloger performs the following collection management tasks:

- A. Barcode new materials and enter them into database by searching and matching item records currently found in the Integrated Library System (ILS) database.
- B. Copy Catalog new materials not found in the ISL by searching WorldCat item records. Import matching records into the ILS and enter new barcodes into the database.
- C. Delete item records from the database as requested by the Library Director.
- D. Perform Original Cataloging for items not found in WorldCat (training provided).
- E. Periodicals data entry using the serials module provided through Polaris.
- F. Classify materials according to current Dewey Decimal rules and in-house subject headings.
- G. Manage the OCLC ILL request module daily.
- H. Attend workshops and/or training when requested.
- I. Train other staff on aspects of cataloging as needed.
- J. Evaluate and weed E, J and Y books.
- K. Other duties as assigned.

This position requires a minimum of one-year prior experience in working with children and teens. An Associate's Degree in early childhood education, teaching experience or some combination of experience and higher education is desired. This position also involves a number of tasks related to the acquisition of library materials, including adding items to the library integrated computer system (Polaris) and preparing materials for circulation. A basic knowledge of MARC cataloging and thorough knowledge and performance of all duties of the Clerk I position is desired. Training will be provided to perform barcoding and cataloging procedures.

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In addition, the Children's Librarian/Cataloger performs numerous tasks related to working the circulation desk, such as library card registration, maintaining patron accounts, and assisting patrons of all ages. Thorough knowledge of Microsoft Word is required and basic experience with Excel and Publisher is desired. The ability and desire to use computers, tablets, smartphones, apps, the internet and to learn new technology is required. The capacity to do simple math calculations and make change is also required. Must be able to shelf/file materials, collect and interpret data, and interact positively with the public. Enthusiasm about working with children and teens is a must. Good time management and organizational skills are required. The aptitude to prioritize tasks according to importance is necessary. The willingness to help without being asked is desired. A business casual dress code applies although the dress code is flexible as programming necessitates.

**Other requirements include:**

- Ability to work well with the public, management, and with fellow staff
- Desire to learn new skills and the ability to teach patrons to use new materials
- A positive, considerate, supportive, motivated and accommodating attitude
- Ability to be a self-starter, follow directions, and complete tasks thoroughly and independently with minimal supervision
- Ability to demonstrate good communication skills, both verbal and written
- Ability to make decisions using your own judgment
- Ability to lift and move up to 25 pounds
- Must maintain discretion and confidentiality when necessary
- Regularly required to climb, balance, kneel, crouch and crawl
- Occasional attendance at meetings or training off-site is required
- Running errands
- May need to occasionally help with basic library maintenance, such as taking out trash, moving books, furniture and shelving, planting and watering flowers, painting, etc.

**Hours of Work**

This is an hourly, part-time position scheduled between 24-32 hours per week, between 8:00 AM and 8:00 PM. This position will require occasional evening and Saturday hours.

**Evaluation**

This position is evaluated by the Library Director in accordance with the Personnel Policy.

**Accommodations**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.