



Library/Museum Job Family: **Cataloger Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Cataloger I INDIVIDUAL CONTRIBUTOR	Cataloger II INDIVIDUAL CONTRIBUTOR
Perform original cataloging; make complex decisions based on an in-depth knowledge of cataloging tools (RDA, AACR2, USMARC format, LC-PCC Policy Statements, etc.).	Perform original cataloging; make complex decisions based on an in-depth knowledge of cataloging tools (RDA, AACR2, USMARC format, LC-PCC Policy Statements, etc.).
	Utilize advanced knowledge of cataloging practice and provide leadership and collaboration on quality control, standards, strategies, priorities, and special projects.
Perform original cataloging by creating permanent bibliographic and authority records for materials when no source is found.	Perform original cataloging by creating permanent bibliographic and authority records for materials when no source is found.
Assign subject headings and classifications	Assign subject headings and classifications
Maintain effective working relationships with colleagues within LTS and throughout CUL and the University.	Maintain effective working relationships with colleagues within LTS and throughout CUL and the University.
	Collaborate with others in Cornell University Library (CUL) to determine cataloging priorities, and to propose and implement strategies, policies, and procedures for meeting them.
	Provide expert advice and guidance to collaborators within Library Technical Services (LTS) and throughout CUL on cataloging issues in cross-unit initiatives in areas such as process improvement, systems development, and user services.

Cataloger I INDIVIDUAL CONTRIBUTOR	Cataloger II INDIVIDUAL CONTRIBUTOR
	Provide leadership and consultation within Cataloging & Metadata Services (CMS) on departmental work or projects, including advising on training needs, and coordinating training, quality review, and continuing education of other catalogers.
	Keep abreast of, and as appropriate participate in, regional, national and international developments in library metadata practice, including research and development involving emerging technologies.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10131 CATALOGER I, BAND E	11732 CATALOGER II, BAND F
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact
CONTACTS - INSIDE	Assist others Cooperation for tasks completion Handle confidential information	Provide guidance Coordinate activities
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	No contact	Occasional contact

FACTOR PROFILE	10131 CATALOGER I, BAND E	11732 CATALOGER II, BAND F
SUPERVISION	Provide occasional guidance on work methods or procedures	Provide occasional guidance on work methods or procedures
COMPLEXITY	Occasionally adapt, combine or make improvements in an existing service, product, process or program; work required logic and common sense	Frequently adapt, combine or make improvements to services, products, processes or programs; work requires reasoning skills and judgment
LEVEL OF DECISION MAKING	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making
EFFECT OF DECISION MAKING	Directly affects a functional area within a department Minimal effect on students and employees	Directly affects multiple functional areas Limited effect on students and employees
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required
WORKING CONDITIONS	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.