



Coastal Plain Regional Library System

Serving Ben Hill, Berrien, Cook, Irwin, Tift, and Turner Counties

Position Title: Cataloging Associate

Type of Position: Part-time

Salary: \$15 per hour - 19 hours per week - flexible schedule

Start Date: ASAP - open until filled, resume review begins December 13, 2022

To Apply: Apply in person at 2014 Chestnut Ave., Tifton, GA
Or send resume to Sandy Hester via email at shester@cprl.org

Required: High school diploma or equivalent, valid Georgia Driver's License, and a clean 2-year driving record

Preferred: Experience cataloging in a PINES library

Job Summary:

The Coastal Plain Regional Library System is seeking a self-motivated, detail-oriented individual to serve as a vital team member in a thriving library system, serving 6 counties in rural South Georgia. The Cataloging Associate receives materials and performs basic copy cataloging tasks. As part of the cataloging team, the Cataloging Associate will ensure that all materials meet a high standard of shelf readiness. This position offers a flexible schedule. Participating in library-provided continuing education and training is strongly encouraged.

Typical Duties:

- Receiving and Processing:
 - Receiving materials using PINES Acquisitions module
 - Processing items to be shelf ready
- Copy Cataloging:
 - Strictly adhering to cataloging standards, policies, and best practices as established by the PINES consortium
 - Adding items to existing records in the PINES (Evergreen) database
- General Library Duties:
 - Circulation desk duties as needed
 - Interacting with Branch Managers and other staff
 - Contributing to the smooth operation and growth of the library system
 - Other duties as assigned

Necessary Knowledge, Skills, and Abilities:

Understand the purpose and functions of public libraries

Ability to make decisions, use good judgment, and organize areas of responsibility

Ability to show initiative and to work independently under general goals and guidelines

Ability to follow and execute oral and written instructions

Ability to establish and maintain effective working relationships with other library employees

Competency in the use of Microsoft Office products (Word, Excel)

Ability to grasp, hold, and precisely manipulate library materials of various sizes and weights

2014 Chestnut Avenue, Tifton, GA 31794 ♦ 229.386.3400 ♦ 229.386.7007 fax

Member Libraries: Fitzgerald Ben Hill Co. Library ♦ Carrie Dorsey Perry Memorial Library ♦
Cook County Library ♦ Irwin County Library ♦ Tifton-Tift County Public Library ♦
Victoria Evans Memorial Library