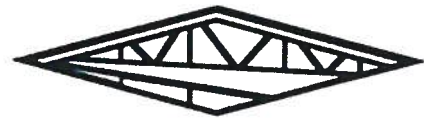


# Job Description



مكتبة قطر الوطنية  
QATAR NATIONAL LIBRARY

## 1. Job Details:

<b>Job Title:</b>	Library Assistant - Cataloging	<b>Reports to:</b>	Cataloging and Metada Services Manager
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## 2. Job Purpose:

To carry out support tasks involving the processing of all non-shelf-ready materials

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	n/a				
<b>Number of Staff Supervised:</b>	0	<b>Direct Reports:</b>	0	<b>Contractor/Others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Check newly-acquired book titles against existing records in our catalog.
- Check newly-acquired book titles against external bibliographic database.
- Download bibliographic records from external bibliographic database into local files under the close supervision of the cataloguing staff.
- Print and apply spine labels, RFID tags, and property stamps to non-shelf ready materials.
- Create item records and spine labels for multiple volumes and multiple copies.
- Apply book jackets and protective covers to library materials as needed.
- Processes incoming gift materials that are to be cataloged and added to the collection.
- Prepares library books, videos, CD's, DVD's, audio books, and other materials for circulation.
- Perform of basics repairs of damaged library materials
- Assist in relocation and weeding projects under the supervision of the cataloging staff.
- Assists with other library duties and special projects from the Manager as needed.
- Other tasks as assigned.

## 5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements.

## 6. Communications and Working Relationships:

- Cataloguing Officer – frequent contact to keep updated on work progress and for resolving issues.
- Other Cataloging Staff – frequent contact to keep informed on procedures and work flows.
- Other Content Services – contact as needed to meet work load demands.

## 7. Problem Solving & Complexity:

- Evaluates different options when solving problems.
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution.
- Considers the medium term as well as immediate short-term impact of outcomes and actions.

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## Library Assistant - Cataloging

- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems.

### 8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale.
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment.
- Remains calm and resourceful when making difficult decisions, basing them on facts.
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight.

### 9. Minimum Knowledge, Skills & Experience:

- High School education.
- 2-5 years of relevant full-time work experience in a library or similar background.
- Experience using a range of standard office equipment preferred (e.g., printers, copiers, etc.).
- Must be able to work accurately with strong attention to detail even when performing highly repetitive tasks.
- Must be able to communicate effectively both orally and in writing; proficiency in Arabic a plus.