



Cataloging and Collection Specialist

About Us: We are a small township library in Burnips, Michigan. We serve a population of 8,000+ people and do our best to provide our patrons and community with the services they need.

Our Vision: Inspire Curiosity, Foster Community, Ignite Imaginations, and Cultivate Learning

Our Mission: Building a community of people who discover, share and belong.

Our Values: Teamwork, Respect, Access, Curiosity and Kindness.

General Summary: The Cataloging and Collection Specialist handles the behind-the-scenes lifecycle of physical library items (books, magazines, media, etc.) This role balances quiet, independent organization with positive team collaboration. This position reports directly to the Library Director.

Core Responsibilities:

- **Material Processing & Cataloging:** Receive, track, and process all incoming library materials (books, magazines, media, etc.). Use library guidelines to enter items into the Integrated Library System (ILS), assign genres, and apply physical spine labels. Evaluate community donations for shelving or book sales.
- **Collection Maintenance & ILS Updates:** Run monthly ILS reports and update individual item records to transition their shelf status from “new” to old”.
- **Serial Management:** Manage annual magazine subscriptions, including tracking arrivals and updating records.
- **Book Sales & Book Nook:** In collaboration with the Director, run standard lists and coordinate the logistics, setup, and volunteer direction for our annual book and magazine sales. Oversee the ongoing organization, rotation, and staging of materials in our used "Book Nook" corner.
- **Public Communication:** Program and manage the shared township electronic sign on behalf of the Library, Township, and Fire Department.
- **Book Club:** Prepare for and host the monthly evening Adult Book Club.

Teamwork & Collaboration

- **Operational Flexibility & Team Support:** Maintain a team-oriented mindset by providing secondary front-desk backup coverage only as needed or requested during peak times. Remain flexible to shift task priorities, assist with library programs, or cover colleague absences and building emergencies. Collaboratively assist coworkers in maintaining a clean, safe, and welcoming library environment.

- **Project Support:** As requested, contribute expertise and research for grant applications; actively execute assigned portions of grant-funded initiatives and library-wide projects.

Required Skills and Education

- Must be highly organized, detail-oriented, and possess excellent interpersonal skills.
- Proficiency in Microsoft Office.
- High school diploma or equivalent required, must obtain valid certification from the Library of Michigan.

Physical Requirements

- Ability to lift/carry up to 25 pounds; ability to stand, sit, walk, bend, and reach (including overhead) to manage books on shelving. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Schedule, Hours, and Pay

- Hours are flexible with a max of 100 hours per month. This includes monthly staff meetings, book club, and occasional Saturdays, evenings and holidays.
- Pay is \$15.50 per hour (includes an 8-hour monthly stipend for book club preparation).

Note: *This description indicates the general nature of work and is not an exhaustive inventory of all duties. Team members must maintain operational flexibility and perform other duties as assigned by the Library Director. The Director retains sole discretion to add, modify, or assign functions at any time based on institutional needs, regardless of primary role or schedule. This document does not constitute an employment contract.*