

CATALOG DEPARTMENT CATALOGING-RELATED ASSIGNMENTS BY LEVEL

Approved by Section Heads
11/11/96

x = appropriate level
+ = level increases depending on complexity of assignment

1.0 CATALOGING	ASST II	ASST III	LA I	LA II	LA III	LA IV	LA V
Copy Cataloging (Monographs)							
1.1 DLC/DLC encoding level blank, 1 or I		x					
1.2 DLC/DLC encoding level 8			x				
1.3 Non DLC/DLC member copy with LCC-based call numbers and subject headings when required				x			
1.4 Non DLC/DLC member copy for working papers, all encoding levels			x				
1.5 All complete copy with accompanying materials				x			
Copy Cataloging (Serials)							
1.6 Printed serials							
a. Exact copy			x				
b. MELVYL copy (with revision)			x				
c. Formulates description of changes in serial, e.g., title, issuing body, numbering					x		
d. Breaking up latest entry						x	
e. Complex relationships, e.g., mergers, splits, changed format						x+	
1.7 Adding electronic full-text version to copy			x				
Master Record Replacement							
1.8 Member copy without LCC-based call numbers and subject headings when required but supplied from variant copy or original catalogers					x		
1.9 CONSER: adds electronic version fields to OCLC bib record per set guidelines			x				
1.10 CONSER: added access and description; call number and subject headings when missing supplied by original cataloger					x		
1.11 Enhance serial record to include electronic version						x	
1.12 Electronic resources						x+	
New Inputs to OCLC: "K" Level							
1.13 Working papers using constant data record			x				
1.14 UCSD dissertations using constant data record			x				
1.15 Serial analytics with full description and analytic call number but no subject headings					x		
New Inputs to OCLC: "I" Level							
1.16 Call numbers and subject headings, if required, supplied from variant OCLC copy, MELVYL, or by original catalogers							
a. UMI dissertations			x				
b. All others					x		
1.17 Whole book (all formats)							
a. Limited areas, such as belles-lettres and/or maps						x	
b. All areas							x

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2.0 CLASSIFICATION/SHELFLISTING	ASST II	ASST III	LA I	LA II	LA III	LA IV	LA V
2.1 Find LCC-based precedent for classification from variant copy		x					
2.2 Select most appropriate LCC when multiple call number precedent given				x			
2.3 Utilize alternate class nos. for PZ and Z when supplied on copy		x					
2.4 Book number assignments/adjustments							
a. Simple, e.g., editions, conferences, photocopies			x				
b. Complex, e.g., translations, abridgments				x			
2.5 Select conference call numbers for S&E materials				x			
2.6 Modernize in limited areas (i.e., instructions exist in schedules or shelflist)					x		
2.7 Supply classification cutter numbers				x+			
2.8 Assign call nos. for EEC, San Diego, and Calif. documents based on local and documents classification schemes					x		
2.9 Original assignment or evaluation when subject headings present or not required							
a. Limited areas within belles-lettres such as projects or specialized collections					x		
b. Limited areas such as belles-lettres and/or maps for monos or all areas for serials						x	
c. All areas for monos							x
2.10 Original assignment when no subject headings present							
a. Limited areas such as belles-lettres and/or maps						x	
b. All areas							x
3.0 SUBJECT ANALYSIS / AUTHORITY WORK							
3.1 Original assignment based on formulas (e.g., LCSH-based UCSD dissertations) with revision			x				
3.2 Subject analysis							
a. Limited areas such as belles-lettres and/or maps						x	
b. All areas							x
3.3 Establish subject headings (new to UCSD & LCSH)							x
3.4 Establish geographic subdivisions (new to UCSD & LCSH)						x	
4.0 AUTHORITY WORK -- NAMES AND TITLES							
4.1 Add x-refs to authority records based on UCSD guidelines		x					
4.2 Establish personal names			x				
4.3 Establish corp. names				x			
4.4 Establish geographic names							
a. Straightforward, e.g., San Diego (Calif.)					x		
b. Complex, e.g., islands						x	
4.5 Establish uniform titles							
a. For series and serials					x		
b. All others						x	
4.6 Establish name/uniform titles (except music)							
a. Translations & earlier versions					x		
b. All others						x	
4.7 Establish series					x		
4.8 Establish headings for NACO					x+		
4.9 Determine serials/analyzed/mono/special issue treatment decisions							x

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5.0 BIB SEARCHING AND DISTRIBUTION	ASST II	ASST III	LA I	LA II	LA III	LA IV	LA V
5.1 Straightforward searching of OCLC, NUC, MELVYL, InnoPac, and other online catalogs	x						
5.2 Searching involving evaluation of the copy for additional searching and/ or distribution		x					
6.0 DATABASE MAINTENANCE							
6.1 Barcoding	x						
6.2 Add serial holdings			x	x			
6.3 Create or make straightforward corrections to item records on PAC							
a. Under revision	x						
b. Independently		x					
c. Added copies and replacements			x				
6.4 Make corrections to bib records on PAC (typos, branch, tagging, etc.)							
a. Under revision	x						
b. Independently		x					
6.5 Performs problem resolution and corrections involving knowledge of rules, policies, procedures			x+				
6.6 Update check-in records			x				
6.7 Update order records							
a. Add "c" date to serials			x				
b. Add notes for patron requests, treatment, added editions, etc.				x			
6.8 Process monographic transfers and withdrawals			x				
6.9 Transfer serials					x		
6.10 Perform deletions of designated monographs			x				
6.11 Perform deletions of designated serials, including related titles, analytics, and authority records					x		
6.12 Authorize batch deletions							x
6.13 Perform Boolean searches following set guidelines					x		
6.14 Process MELVYL rejects				x			
6.15 Process CALLS rejects			x				
6.16 Process SRLF rejects							
a. Mono				x			
b. Serial						x	
6.17 Recat mono to serial					x		
6.18 Pull designated items and stamp "Withdraw"	x						
6.19 Add or delete specified OCLC holdings	x						
6.20 Merge serials (multi & dupes) to create master record					x		
6.21 Transfer monographic item and order record				x			
6.22 Input and edit on OCLC and/or InnoPac following instructions	x						
6.23 Process added volumes					x		
6.24 Search Innopac to find match for serial record with ISSN from DLA			x				

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7.0 POST-CATALOGING AUTHORITY RECORD MAINTENANCE	ASST II	ASST III	LA I	LA II	LA III	LA IV	LA V
7.1 Verify (find and match) personal names, corp. names, geog. names, uniform titles, topical subject headings, and series against LCAF & InnoPac	x						
7.2 Select and download LCAF records from OCLC to PAC		x					
7.3 Delete duplicate authority records		x					
7.4 Update heading based on LCAF and/or LC subject catalog manual (one-to-one correspondence)				x			
7.5 Update headings, such as split headings, when choice required between several new headings.							
a. When title, description, and/or table of contents makes choice clear					x		
b. All others						x	
7.6 Process InnoPac new headings lists, including use of subject verification tools when no exact online match		x					
7.7 Process InnoPac invalid headings, blind references, and duplicate authority records lists, including use of subject verification tools when no exact online match			x				
8.0 SHELVING/BINDERY PREP							
8.1 Perform export verification and labeling		x					
8.2 Prepare bindable serial units and distribute		x					
9.0 RESOURCE PERSON							
9.1 Final arbitrator for decisions and problem-solving in a specialized area within a functional area (such as uniform title establishment or map cataloging) requiring broad view of the activity and comprehensive background of corresponding policies, procedures, and tools						x	
9.2 Final arbitrator for decisions and problem-solving within a broad functional area (such as cataloging or database maintenance) requiring broad view of the functional area and comprehensive background of related policies, procedures, and tools							x
9.3 Language expertise -- not tied to any level							
10.0 CLERICAL SUPPORT							
10.1 File	x						
10.2 Interfile loose-leaf materials	x						
10.3 Pull books	x						
10.4 Duplicate, collate, staple, and route materials	x						
10.5 Sort and route mail	x						
11.0 MANAGEMENT	<p>Prefer minimally at next higher level than highest level supervised but may be some exceptions. It is essential for a supervisor to be familiar with the work and answer questions as well as manage, so generally the supervisor will be a level or more above those supervised.</p> <p>Work leaders are either at the same level as those directed or above.</p>						
12.0 TRAINING	<p>Prefer minimally at next higher level than highest level trained. Requires comprehensive background of policies, procedures, resources/tools relating to job responsibilities. Task-specific instruction, such as explaining how to enter 949s, can be performed by and for staff at</p>						