

**SKILLS AND KNOWLEDGE**  
**Assistant III**

**COPY VERIFICATION SKILLS**

- 1a. Skill at identifying the author, title, imprint, collation, series, and holdings from the monographic bibliographic item and LC MARC AACR2 bibliographic record on OCLC and/or InnoPac record in order to verify that they match. (for LC MARC copy cataloging)
- 1b. Skill at identifying the author, title, imprint, collation, series, and holdings from the bibliographic item or record in order to select the correct cataloging copy. (for copy search)
- 2a. Working knowledge of specific fields of OCLC PRISM Service's Bibliographic Formats and Standards (as applied to printed monographs) and MARC Code Lists for language and country codes sufficient to identify correct copy for monographic bibliographic item or record in hand and to identify, verify, and edit, if necessary, fields of the cataloging record as required by Assistant III cataloging procedures.
- 2b. Working knowledge of specific fields of OCLC PRISM Service's Bibliographic Formats and Standards (as applied to printed monographs) and MARC Code Lists for language and country codes sufficient to identify correct copy for bibliographic item or record in hand and to evaluate the cataloging record as required by copy search procedures.
- 3a. Familiarity with foreign languages sufficient to distinguish among [Roman alphabet] languages in order to perform bibliographic searching for materials in [Roman alphabet] languages and to verify information found on bibliographic records to distribute monographs to the appropriate individual or section, and to bounce to supervisor materials in other languages. (for copy search)
- 3b. Familiarity with Roman alphabet foreign languages sufficient to perform bibliographic searching and to verify information found on LC MARC AACR2 records.

**AUTHORITIES SKILLS**

4. Familiarity with the LCAF and InnoPac authority structures sufficient to search, identify, verify, and export authority records, and to identify and bounce discrepancies as appropriate.
5. Working knowledge of Catalog Dept. procedures for verification of name, series, and uniform title headings.

**SYSTEMS SKILLS: GENERAL**

6. Skill in using a computer workstation and printer.

**SYSTEMS SKILLS: PC**

7. Working knowledge of cc:mail sufficient to retrieve, print, and send electronic mail.
8. Working knowledge of the latest version of Microsoft Windows and Norton Desktop for Windows sufficient to enable simultaneous use of multiple systems for increased productivity.

**SYSTEMS SKILLS: OCLC**

9. Working knowledge of the OCLC C Gateway and/or Passport for Windows software sufficient to connect to and work with remote systems.
10. Working knowledge of the OCLC PRISM system [and CJK Plus system] and Passport for Windows software sufficient to perform bibliographic and authority searching, verifying, editing, inputting, and exporting.

**SYSTEMS SKILLS: INNOPAC**

11. Working knowledge of the InnoPac Search and Catalog Database Maintenance Subsystems sufficient to perform Key and Update functions.
12. Working knowledge of InnoPac location tables sufficient to verify, correct, or supply locations on online records. (for shelving prep.)

**SYSTEMS SKILLS: MELVYL**

13. Working knowledge of procedures for searching and displaying records on the Melvyl online catalog sufficient to retrieve, display, and print records.

**POSITION-SPECIFIC SKILLS**

14. Detailed knowledge of UCSD "Quality Control Procedures for Shelving Prep Student."
15. Detailed knowledge of the Copy Search Procedures sufficient to recognize, differentiate, and select cataloging copy in order to provide catalogers with the most appropriate and complete cataloging copy.
16. Working knowledge of the various types of bibliographic copy utilized by Geisel Library Catalog Dept. sections and

catalogers and detailed knowledge of the Copy Search Book  
Distribution Procedure sufficient to distribute copy  
searched items to the correct locations.

17. Ability to use microform readers.

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