

EXAMPLES OF CATALOGING TASKS APPROPRIATE TO EACH LEVEL

ASSISTANT II

- * Match personal, corporate, and geographic names, uniform titles, and series against LCAF and InnoPac;
- * Search for bibliographic records on OCLC, NUC, Melvyl, InnoPac and other online catalogs;
- * Create item records on InnoPac;
- * Edit online records and input workforms according to instructions;
- * Retrieve books from shelves;
- * Provide clerical assistance such as filing and interfiling materials; duplicating, collating, stapling, and routing materials; and answering phones.

ASSISTANT III

- * Copy catalog using LC MARC AACR2 records;
- * Copy search for large and complex cataloging departments;
- * Perform export verification and shelving preparation;
- * Perform data entry and type or revise reports, correspondence, etc. from edited documents using a pc;
- * Process InnoPac New Headings List.

LA I

- * Copy catalog monographs using L C MARC AACR2 CIP records, correcting records as necessary;
- * Create monographic "K"-level catalog records for working papers;
- * Create monographic "I"-level catalog records for UCSD dissertations using constant data records. This includes assignment of subject headings for dissertations based on formulas;
- * Create original monographic "I"-level catalog records for UMI dissertations with precedent for call numbers and subject headings supplied from variant copy or by original catalogers. This includes preliminary searching of LCNAF and InnoPac for name headings, and establishment of personal names when necessary. Assign cutter numbers when necessary.
- * Copy catalog serials without title changes, utilizing complete OCLC copy;
- * Process CALLS rejects;
- * Add ISSN numbers, electronic added volumes, and serials holdings to existing serial records;
- * Process InnoPac Invalid Headings, Blind References, and Duplicate Authority Records Lists;
- * Process added copies and replacements, which involves creating and/or correcting item records and independently making corrections to bibliographic records;
- * Coordinate and process online transfers and withdrawals for the CUL Processing Unit;
- * Add serial holdings.

LA II

- * Copy catalog monographs using exact OCLC member copy with LC based call numbers and subject headings. Incumbents may work in more than one MARC format as long as the copy is at the appropriate level;
- * Establish headings for personal names and corporate bodies;
- * Shelflist call numbers online to ensure that the call number fits into subject area assigned and into the UCSD online shelflist;
- * Add serial holdings;
- * Update order records with notes for patron requests, treatment, added editions, etc.;
- * Process monographic SRLF and DLA rejects.

LA III

- * Create monographic "I" level records when LCC and/or LCSH are provided from original catalogers, from variant OCLC member copy, or from exact or variant Melvyl copy;
- * Create monographic "K" level records with full description when no LCC and LCSH precedent available;
- * Assign classification for limited areas in literature, i.e. projects and specialized collections, where no subject headings are expected;
- * Replace monographic OCLC bibliographic records to correct errors or add LCC-based call numbers and/or LC based subject headings from precedent copy or provided by original catalogers;
- * Perform serial copy cataloging with straightforward title changes, recatalog monographs to serials, enhance CONSER records for title changes and other corrections, and merge serial records;
- * Establish series for the InnoPac authority file and establish personal and corporate names for NACO;
- * Process added volumes.

LA IV

- * Create "I"-level original cataloging and perform subject analysis in limited areas, such as belles-lettres and/or maps;
- * Assign call numbers in limited areas for items with copy with existing LC subject headings;
- * Establish geographic headings and monographic uniform titles;
- * Serve as section head;
- * Serve as final arbitrator for decisions and problem-solving in a specialized area within a broad functional area (such as uniform title establishment or map cataloging);
- * Evaluate websites to determine cataloging treatment.

LA V

- * Create "I"-level original cataloging and may perform subject analysis in diverse areas;
- * Serve as section head and/or assistant department head;
- * Determine searching parameters for complex boolean searches, and authorize batch deletions;
- * Determine serial/analyzed/mono/special issue treatment decisions;
- * Serve as final arbitrator for decisions and problem-solving within a broad functional area (such as cataloging or database maintenance).

Revised 12/9/96
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