

Cataloging Student Assistant

Description

The Cataloging student assistant is responsible for marking and processing books, copy cataloging and performing basic database maintenance. Tasks include verifying call numbers, as well as attaching call number labels and bookplates, searching and importing existing catalog records, making data corrections in the library catalog and other duties assigned by the supervisor.

Schedule: 8-12 hours per week

Qualifications

- Excellent attention to detail
- High level of reliability
- Previous library experience preferred but not necessary