



**American Samoa Community College**  
*Library Services*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Cataloger  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The American Samoa Community College (ASCC) Library is seeking a Cataloger. He/she should be an energetic and innovative individual who will manage the cataloging of new and existing Library materials and will maintain bibliographic records. The Cataloger reports to the Program Director of Library Services.

**Responsibilities and Duties:**

***Administrative***

- Be responsible for cataloging print and non-print materials using standard catalog rules and formats in an automated environment, and serve as a resource person for cataloging quality control
- Oversee original cataloging and copy cataloging utilizing Follett software to retrieve public domain records
- Supervise and train library staff in collection development efforts
- Work with the Program Director of Library Services on project planning and implementation
- Maintain the established territory-wide union cataloging system
- When receiving book orders in the Library, the Cataloger will check each book to make sure the order is complete and has been signed-off.
- He/she will prepare each book for cataloging online and will add library cards/covers/and labels if needed for placement on library shelves.
- Attend meetings and workshops when the Program Director is not available. This may include traveling for meetings abroad

***Technical***

- Train/teach Library staff as part of the Collection Development efforts
- Occasionally attend workshops locally or off-island to gain more understanding of the technical developments in the field of online cataloging

***Reporting***

- Report directly to the Program Director of Library Services for daily discussions on work matters if need be, especially regarding book orders
- Relay information on activities such as Orientations and assist the Library Staff with support and learning resources.

**Minimum Qualifications:**

- Master's degree in Library Science or Information Science.
- Understands library services platforms, library management systems, institutional repository and digital library management systems
- Demonstrated ability to work independently, as well as collaboratively, in a rapid changing and culturally diverse environment

- Knowledge of digitization principles/practices and archival standards
- Demonstrates strong oral and written communication skills
- In lieu of Master's degree, attain a Bachelor's degree with three to five years of direct related experience.

**Salary Range:** Salary will be commensurate with experience, qualifications, and credentials.

**Application Deadline:** July 23<sup>rd</sup>, 2021 no later than 4:00pm.

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474 or [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or alternatively by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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