

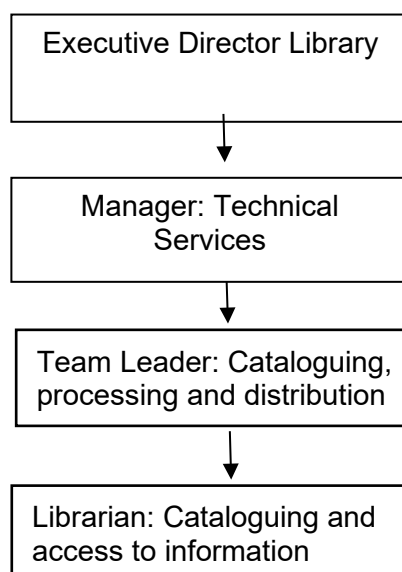
1. JOB INFORMATION

Job Title	Librarian: Cataloguing	
Job Cluster		
Faculty/Division	Library	
Department/School/Unit	Technical Services	
Manager	Team Leader : Cataloguing and Processing	
Librarian	Cataloguing and access to information resources	
Peer Relationships	Cataloguers, Information Librarians	
Perommes Level	8	
Grading Date		
Position Number		
Financial: Total Budget responsible for Total staff salaries		
Liaison	Internal	Library Staff
Liaison	External	

2. SYNOPSIS OF FACULTY/DEPARTMENT/DIVISION/UNIT

Acquisitions, cataloguing, processing and distribution of information resources.

2. ORGANOGRAM



3. JOB DESCRIPTION

Job Purpose (Main purpose, or intent of the job)	To create, provide and maintain the UJ knowledgebase to ensure efficient and comprehensive access to information to a diverse client community by making accessible the total information sources of the UJ Library	
Key Performance Areas (KPAs)	Roles and Responsibilities	%Time
Cataloguing	<ul style="list-style-type: none"> • Ensure that bibliographic and item records for all items received are created according to UJ Policy and International standards. • Ensure that all UJ holdings and OCLC is updated and maintained • Catalogue urgent collection within 24 hours. • Catalogue e-books within 5 days (depending of the quantity of e-books received) • Ensure that other collection is catalogue within (1 month) according to UJ Policy 	65%
Quality Control	.	20%

	<ul style="list-style-type: none">• Ensure that own quality control of items is done before sending for processing.	
Environment and ethos	<ul style="list-style-type: none">• Reporting of all maintenance/health and safety issues to the Team Leader• 24 Hour response time to internal and external issues	5%
Projects	<ul style="list-style-type: none">• Assist with special projects within the function when necessary	10%

5. MINIMUM REQUIREMENTS (QUALIFICATIONS, EXPERIENCE & KNOWLEDGE)

5.1 Qualifications

- Degree in Information Science or equivalent qualification

5.2 Experience

- Minimum of two years' recent experience in cataloguing or
- Minimum of two years' recent experience with working with metadata

5.3 Knowledge

- Excellent knowledge and understanding of cataloguing and metadata, including the relevant standards.
- Knowledge of the principles and techniques of developing and maintaining a knowledgebase.
- Excellent understanding of RDA

6. RECOMMENDATIONS

- Experience in an academic library
- Sierra library system

7. COMPETENCIES AND BEHAVIOURAL ATTRIBUTES

7.1 Skills/Competencies

- Computer Literacy

- Accuracy and attention to detail

7.2 Behavioural Attributes

- Strong interpersonal relationships
- Analytical thinking
- Problem solving

8. WORKING CONDITIONS

Working Conditions

- May be required to travel between campuses
- May be required to work overtime

9. PROFILING SESSION DATA

OD Specialist	
Profiling Date	
Signed	

10. APPROVAL

Maria Frahm-Arp

M. Frahm-Arp

1 Feb 2023

Manager Name

Signature

Date

Next Level Manager Name

Signature

Date

ACKNOWLEDGMENT FOR RECEIPT OF JOB PROFILE

I have received a copy of the Job Profile and have read and understand its contents.

University of Johannesburg
Job Profile



Employee Name (Please Print)

Date

Employee Signature

Date