



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000

The Suffolk Cooperative Library System (SCLS) seeks a team player to join the Union Catalog Department as an Authority Verification Clerk. The Union Catalog Department manages bibliographic records in the Union Catalog, an online catalog of library materials owned by the libraries in Suffolk County. The Authority Verification Clerk position is responsible for data entry, validating data in bibliographic records, working with online files and transferring files through various networks using an assortment of applications.

The candidate must have a High School Diploma and at least two years of data entry experience. Experience with FTP protocol, Microsoft Word and Excel preferred.

SCLS is a 56-member library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position. Minimum starting salary for this position is \$45,000 and includes a generous benefit package. Please see the attached job description for details.

To apply, send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by Friday, June 23, 2023.

DEPARTMENT: UNION CATALOG
TITLE: AUTHORITY VERIFICATION CLERK
REPORTS TO: UNION CATALOG SUPERVISOR

GENERAL DESCRIPTION: Responds to library requests for bibliographic records, searches and verifies authorities in external bibliographic databases, and exports them to Union Catalog.

ESSENTIAL FUNCTIONS:

1. Searches for bibliographic records.
2. Reviews request email responses.
3. Checks authorities and exports bibliographic records.
4. Corrects inaccuracies and inconsistencies in the database by editing bibliographic records.
5. Interpret Library of Congress guidelines.
6. Global editing on all record types.
7. Compile headings reports.
8. Monitor and process requests from other libraries.

OTHER FUNCTIONS:

1. May answer telephone calls.
2. May perform other data entry, searching, and verification.
3. Performs other functions as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to enter data on computer at 40 wpm with high degree of accuracy.
2. Ability to compare data and spot inconsistencies.
3. Ability to read and understand English.
4. Ability to work with frequent interruptions and occasional deadlines.
5. Ability work at a computer terminal for extended periods of time.
6. Ability to make sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. High school graduate or equivalent.
2. At least two years of data entry experience.