# TCC Library: Technical Services Roles

## Director of Metro Campus Library & Technical Services
Melissa Kash

Organizes and coordinates workflow, work assignments, personnel, and resources of technical services.

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<th>Cataloging Librarian</th>
<th>Library Assistant II</th>
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<td>Elizabeth Szkipan</td>
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### Technical Services Team Leader
- Facilitate communication and problem solving between technical services staff members
- Keeps the library director apprised of issues or conflicts that arise in technical services
- Oversees processing workflows and standards, provides direction and assistance for staff performing processing activities
- Coordinate with the cataloging librarian to document workflows, standards, and processes related to cataloging and processing of materials
- Coordinate with colleagues inside and outside our institution on improving processing and best practices for technical services
- Coordinate with the cataloging librarian toward maintenance of the overall integrity and usefulness of the metadata within the library management system
- Special project supervision

### Systems
- Administer the Library’s Integrated Library Management System WorldShare Management Services (WMS), including integration with Tipasa interlibrary loan
- Administer WorldCat Discovery
- Administer Collection Manager, i.e. the knowledge base
- Administer Library servers and drives, including Library Share, the “X” drive, and OneNet
- Serve as back administrator for Springshare products, create custom code and widgets, and maintain A-Z List
- Oversee digitization, streaming, and storage of digitized materials and maintain copyright compliance files
- Update eResources and print serials records in WMS
- Collect and report statistics and data

### Cataloging Librarian
**Elisabeth Szkipan**

**Cataloging Rules and Standards Authority**
- Keep up to date with developing standards for bibliographic control of all collection resources, including emerging metadata standards
- Document local cataloging decisions, procedures, and systems
- Train technical services staff in cataloging practices and procedures, and provide direction and assistance for staff performing copy-cataloging activities
- Consult with colleagues inside and outside our institution on improving and updating cataloging processes and best practices
- Maintain necessary relationships with OCLC and other vendors
- Coordinate with the systems librarian toward maintenance of the overall integrity and usefulness of the metadata within the library management system
- Coordinate with the technical services team leader toward improvement of processing of materials, workflow, and standards and best practices of technical services

### Cataloging
- Original cataloging
- Complicated derived cataloging
- Heritage archives original cataloging
- Heritage archives retrospective cataloging
- Copy cataloging
- RDA conversion
- Retrospective cataloging
- Metadata/LHR review
- Special project supervision

### Knowledge Management
- Intranet
- Set content management standards and design; implement metadata standards
- SharePoint
- Set and maintain site content management standards, create and implement the organizational structure of college-wide or departmental SharePoint sites, aide in the design of sites, assess and work toward ADA-compliance, and balance SharePoint requests with IT capabilities

### Library Assistant II
**Victoria Wisdom**

**Cataloging**
- Copy cataloging
- Simple derived cataloging (uncomplicated changes to dates and TOC)
- Retrospective cataloging assistance
- Metadata/LHR review
- RDA conversion
- Assist cataloging librarian with special cataloging projects

**Serials**
- Check-in and distribute serials
- Claim missing issues
- Maintain serials records in WMS
- Keep WT Cox serials records
- Organize serials stacks, Metro Campus

### Receiving
- Receive continuations, keep records of continuations
- Receive Gobi book orders, prepare processing slips, keep records of Gobi book orders, copy West Library & Electronic Resources Director on all receipt

### Digitization and Storage
- Assist Systems Librarian with special projects such as ILL deflection and database cleanup

### PT Library Assistant II
**Bill Laignel**

**Processing**
- DVD sets that require separation
- Book Covers
- Processing redo’s
- Repairs
- Process other materials as assigned by the Systems Librarian or Cataloging Librarian
- Monitor processing supplies and communicate needs to director

**Assist Cataloging Librarian and Systems Librarian with special projects**

### PT Library Assistant I
**JP Moorman**

**Processing**
- Process items (other than sets that need to be separated, book covers, redo’s, or repairs)
- Monitor processing supplies and communicate needs to director

**Assist Cataloging Librarian and Systems Librarian with special projects**

### Document one’s own tasks and workflows
- Perform the following in the event that the Library Assistant II is absent:
  - Mail
  - Serials
  - Document one’s own tasks and workflows