

DRAFT CORE COMPETENCIES FOR CATALOGING **

AREAS OF COMPETENCY	FUNDAMENTAL*	INTERMEDIATE*	ADVANCED*
INTELLECTUAL ACCESS & INFORMATION ORGANIZATION	<ul style="list-style-type: none"> • Theory of information organization • Structure and hierarchy of subject analysis and classification • Theory of describing, identifying, and showing relationships among resources 	<ul style="list-style-type: none"> • Methods describing, identifying, and showing relationships among resources • Bibliographic relationships underlying database design 	<ul style="list-style-type: none"> • Program development based on national and international standards • Ability to develop and apply syndetic structure and controlled vocabulary • Relationship of cataloging to provision of access to resources
STANDARDS FOR DESCRIPTION OF INFORMATION RESOURCES	<ul style="list-style-type: none"> • Current descriptive standards (RDA) • Cataloging tools and sources of bibliographic records (OCLC) • Classification tools (DDC and LCC) and documentation • Copy cataloging • Authority control • Subject heading determination and assignment (LCSH, MeSH) • 	<ul style="list-style-type: none"> • Original cataloging • Ability to catalog at least 4-5 types of materials • In-depth knowledge of the maintenance of authority files 	<ul style="list-style-type: none"> • Original cataloging in multiple metadata schema, formats and languages • Methods of thesaurus construction • Creation of authority records • Current research and practice • NACO/SACO training/authorization
STANDARDS DEVELOPMENT & BEST PRACTICES	<ul style="list-style-type: none"> • Primary standards setting organizations (Library of Congress, PCC) • Emerging best practices • Follow set QC procedures • Trusted information resources 	<ul style="list-style-type: none"> • Application of specific, relevant standards and best practices • Oversight and review of QC 	<ul style="list-style-type: none"> • Program development around relevant standards and best practices • Establish QC guidelines
CURRENT & EMERGING TECHNOLOGY	<ul style="list-style-type: none"> • Use of word processing, email, and presentation programs • Web page creation • Basic programming & data querying • Knowledge of commonly used encoding standards (MARC, XML) • Knowledge of emerging technologies (Linked data principles) 	<ul style="list-style-type: none"> • Advanced data querying/mining • Creation of metadata using multiple encoding standards (MARC, XML, Turtle, JSON) • Creation of metadata using emerging technologies • Use of emerging ontologies (OWL, SKOS) 	<ul style="list-style-type: none"> • Lead emerging technology projects • Creation of new technologies and ontologies

Cataloging Competencies Task Force 2015

AREAS OF COMPETENCY	FUNDAMENTAL*	INTERMEDIATE*	ADVANCED*
SOFT SKILLS	<ul style="list-style-type: none"> • Effective oral and written communication skills • Open-minded listening • Ability to work effectively as part of a team • Critical thinking and problem solving • Ability to work effectively in a diverse setting 	•	•
LEADERSHIP & SUPERVISION	<ul style="list-style-type: none"> • Promote cataloging awareness • Work independently and collaboratively • Participation in mentorship as a mentee 	<ul style="list-style-type: none"> • Supervisory experience • Training experience • Mentor experience 	<ul style="list-style-type: none"> • Management of several units • Supervision and training of multiple types of employees (professional, paraprofessional, student)
COLLABORATION	<ul style="list-style-type: none"> • Cataloging implications throughout institution 	<ul style="list-style-type: none"> • Departmental operations and institutional policies in relation to cataloging 	<ul style="list-style-type: none"> • Local, regional, and national cooperative cataloging efforts
FLEXIBILITY & INITIATIVE	<ul style="list-style-type: none"> • Showing initiative, curiosity • Comfort with ambiguity • Work in a fast-paced environment 	•	•
LANGUAGE SKILLS	<ul style="list-style-type: none"> • Reading of 1+ languages 	<ul style="list-style-type: none"> • Reading of 2+ languages 	<ul style="list-style-type: none"> • Reading of 3+ languages
SYSTEMS EXPERIENCE	<ul style="list-style-type: none"> • Knowledge of how to work with systems used at institution (ILS) • Understanding of how integrated library systems work generally 	•	<ul style="list-style-type: none"> • Purchasing new systems • Creating new systems

* The terms Fundamental, Intermediate, and Advanced are used to distinguish between audiences. Fundamental audiences include all library staff. Intermediate audiences include persons with limited cataloging responsibilities or unit heads within technical services and/or bibliographic access. Advanced audiences encompass all cataloging, technical services and/or bibliographic access administrators. The courses developed within the areas of competency should be designed as self-selecting, allowing individuals to determine a level of expertise appropriate to their circumstances.

** While not explicitly referenced, these competencies can be applied to all collection and media types.