Helen Novak

// Cataloger

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> SUMMARY

Cataloger with 4 years of original and copy cataloging for academic and public libraries, creating about 2,500 records a year. Works in RDA and MARC 21 with Library of Congress Subject Headings, maintains authority control in OCLC Connexion and Alma, and supports metadata cleanup for system migrations. Careful, consistent and quick to answer staff questions.

> SKILLS

• RDA • MARC 21 • Library of Congress Subject Headings • OCLC Connexion • Alma • Authority Control • MarcEdit • Copy Cataloging • Metadata • Attention to Detail

> EXPERIENCE

Cataloger 07/2023 - Present

Scioto River University Libraries Columbus, OH

Metadata and cataloging unit for a university library with 2.4 million volumes.

- Create **2,500** original and complex copy records a year in RDA and MARC 21, including foreign-language titles.
- Assign Library of Congress Subject Headings and LC call numbers, keeping the cataloging backlog under 3 weeks.
- Maintain authority control in OCLC Connexion and contribute 150 new NACO name authority records a year.
- Revise 40,000 legacy records in Alma with MarcEdit batch edits before a discovery layer upgrade.

Cataloging Assistant 08/2022 - 06/2023

Franklin Park Public Library Columbus, OH

Technical services role at a 10-branch public library system.

- Copy-cataloged **400** books, DVDs and audiobooks a month in Polaris using OCLC records.
- Edited MARC records for local holdings, genre terms and series notes to improve catalog search.
- Processed new items with labels and RFID tags and routed them to 10 branches within 7 days.
- Trained 3 branch staff to add local notes and fix item records in Polaris without supervisor review.

> EDUCATION

Master of Library and Information Science 05/2022

Kent State University Kent, OH

Library and Information Science

> CERTIFICATES

NACO Name Authority Training 03/2024

Library of Congress Program for Cooperative Cataloging