

Site Specific
JOB DESCRIPTION

Library Assistant II - Library Assistant for Cataloging and Acquisitions

System Classification - Library Assistant II (generic UMS job description on reverse)

I. Primary Function(s):

- A. Provide access to the library's collections by creating and maintaining electronic catalog records and associated files.
- B. Manage the acquisition of library materials for the library's collections by ordering and receiving approved materials.
- C. To assist faculty, staff, students, and community patrons with acquisitions and cataloging.
- D. Supervise and train student assistants.
- E. Provide coverage of needed library services on scheduled nights and weekends.

II. Duties and Responsibilities:

- A. Copy Cataloging:
 - 1. Perform bibliographic searches using manual and automated files.
 - 2. Attach items to bibliographic files already automated.
- B. Acquisitions
 - 1. Perform bibliographic searches using manual and automated files.
 - 2. Determine vendors and sources for library materials.
 - 3. Create order records in the library catalog.
 - 4. Receive new materials and process invoices.

III. Other Information Services Functions:

- A. Notify faculty, staff and community patrons of items purchased in memory of relatives. Maintain a file of these purchases.
- B. Assist in creating computer user accounts, collecting money for printing, helping students with color printing and basic computer software support.
- C. Assist in planning and developing policies and procedures needed for the library's online catalog and acquisitions.
- D. Collect statistical information on cataloging and acquisitions.
- E. Render reference and circulation services occasionally as needed.
- F. Other related duties as assigned.

IV. Reports To:

Assistant Director of the Library

APPROVED

Dean of Information Services/Library Director

Date

Executive Director Human Resources

Date

Cc Personnel File

Site Specific
JOB DESCRIPTION

Library Assistant I - Circulation

System Classification - Library Assistant I (generic UMS job description on reverse)

I. Primary Function(s):

- A. Assist in managing circulation
- B. Assist in managing course reserves.
- C. To assist faculty, staff, students, and community patrons with circulation and course reserves.
- D. Supervise and train student assistants.
- E. Provide coverage of needed library services on scheduled nights and weekends.

II. Duties and Responsibilities:

- A. Circulation
 - 1. Daily processing of patron overdue notices, and bills/fines
 - 2. Maintain patron records.
 - 3. Collect fines and replacement fees.
 - 4. Maintain shelving, including dusting, facing, shelf reading, inventory, and repairing damaged books.
- B. Course Reserves
 - 1. Process materials for course reserves.
 - 2. Organize access to electronic and print materials.

III. Other Information Services Functions

- A. Collect statistical information on circulation.
- B. Assist in planning and developing policies and procedures needed for circulation.
- C. Open and close the library.
- D. Assist in creating computer user accounts, collecting money for printing, helping students with color printing and basic computer software support.
- E. Render reference services occasionally as needed.
- F. Other related duties as assigned.

IV. Reports To:

Electronic and Information Resources Librarian

APPROVED

Dean of Information Services/Library Director

Date

Executive Director Human Resources

Date

Site Specific
JOB DESCRIPTION

Library Assistant II - Circulation/Interlibrary Loan (ILL)

System Classification - Library Assistant II (generic UMS job description on reverse)

I. Primary Function(s):

- A. Manage circulation and ILL requests for the library's collections.
- B. Manage course reserves.
- C. Assist faculty, staff, students, and community patrons with circulation/ILL and course reserves.
- D. Supervise and train student assistants.
- E. Provide coverage of needed library services on scheduled nights and weekends.

II. Duties and Responsibilities:

- A. Circulation/ILL
 - 1. Process patron overdue notices, bills/fines and ILL requests.
 - 2. Maintain patron records.
 - 3. Collect fines and replacement fees.
 - 4. Maintain collection which includes shifting, dusting, facing, shelf reading, inventory, and repairing damaged books.
- B. Course Reserves
 - 1. Process materials for course reserves.
 - 2. Organize access to electronic and print materials.

III. Other Information Services Functions

- A. Collect statistical information on circulation and ILL.
- B. Assist in planning and developing policies and procedures needed for circulation and ILL.
- C. Open and close the library.
- D. Assist in creating computer user accounts, collecting money for printing, helping students with color printing and basic computer software support.
- E. Render reference services occasionally as needed.
- F. Other related duties as assigned.

IV. Reports To:

Electronic and Information Resources Librarian

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Dean of Information Services/Library Director

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Executive Director Human Resources

Date

Cc Personnel File

Site Specific
JOB DESCRIPTION

Library Assistant I - Serials

System Classification - Library Assistant II (generic UMS job description on reverse)

I. Primary Function(s):

- A. To assist in maintaining Blake Library's Serial Collection.
- B. To assist faculty, staff, students, and community patrons with serials.
- C. Supervise and train student assistants.
- D. Provide coverage of needed library services on scheduled nights and weekends.

II. Duties and Responsibilities:

- A. Serials
 - 1. Daily processing of serials including check-in, routing, and shelving.
 - 2. Assist in maintaining check-in, order, holdings, and bibliographic records in the library systems.
 - 3. Assist in processing invoices for serials.
 - 4. Run and process weekly claims.
 - 5. Organize and maintain the serial collection.
 - 6. Assist in maintaining and providing access to electronic journals.
- B. Electronic Serials
 - 1. Assist in maintaining and updating links to electronic serials.
 - 2. Update holdings with database vendors.

III. Other Information Services Functions

- A. Collect statistical information on serials.
- B. Assist in planning and developing policies and procedures needed for the serials collection.
- C. Assist in creating computer user accounts, collecting money for printing, helping students with color printing and basic computer software support.
- D. Render reference and circulation services occasionally as needed.
- E. Other related duties as assigned.

IV. Reports To:

Assistant Director of the Library

APPROVED

Dean of Information Services/Library Director

Date

Executive Director Human Resources

Date

Cc Personnel File