

I. DEPARTMENT: Preservation and Special Collections

II. POSITION: Special Collections Assistant

III. CLASSIFICATION: Library Assistant II

IV. NAME OF INCUMBENT: Vacant

V. POSITION NO.: 3222

VI. JOB PURPOSE

One member of the team of faculty and staff who provide technical processing, preservation, organizing, and public service support for the various collections housed in the Preservation and Special Collections Department. Works with materials and collections in a variety of formats including print, digital, audio, and photographic. Provides direct assistance to library users in person, via telephone, or electronically. Assists with building and maintaining the various finding aids that make it possible to locate items in the department's collections.

VII. DUTIES AND RESPONSIBILITIES

- A. Provides direct user assistance on a scheduled basis or as needed at the departmental service desk.
 - a. Assists library users in identifying, locating, and using departmental resources including books, maps, on-line catalog, manuscript collections, photographs, film footage, finding aids, etc.
 - b. Provides informal instruction in the use of departmental resources for individuals and groups.
 - c. Answers reference questions for users in person, on the telephone, or online.
 - d. Interprets and assures the implementation of official library policies.
- B. Performs general collection management functions that maintain the physical order and condition of resources in the department and the library.
 - a. Assists with maintaining appropriate records and preparing materials for the bindery and/or other preservation techniques.
 - b. Assists with shifting of collections in the Preservation and Special Collections Department or other areas of the library, and materials in and between the McWhorter Library collections and remote storage in the Brister Building.
 - c. Monitors the physical conditions of the stack areas and the reading room to ensure that conditions are appropriate for collections and library users. Reports problems as appropriate.
 - d. Checks order of materials in the collection on a regular basis to insure items are arranged in correct order. Make shelving/filing corrections as necessary.
 - e. Identifies damaged items in the collection so appropriate repairs can be made.
- C. Supports the development, maintenance, and use of collections housed in the Preservation and Special Collections Department.
 - a. Applies basic archival and conservation techniques in accessioning and processing items being added to or maintained in the collection.

- b. Creates and updates the finding aids for various resources in the collection, as needed.
 - c. Assists in creating and maintaining the Libraries' digitized special collections in the University Libraries Digital Repository (ULDR) by providing continuity and consistency for the development, preservation, display, and access for the online collections.
 - d. Scans photographs and other materials being converted to digital collections whether being added to the ULDR or responding to user needs.
- D. Maintains proficiency in areas of expertise and responsibility.
 - a. Participates in appropriate training sessions offered for University Libraries' faculty and staff.
 - b. Participates in appropriate training sessions offered on campus or through Human Resources.
 - c. Participates in appropriate professional development activities and/or organizations.
- E. Performs other duties as assigned.
 - a. Collects and submits appropriate statistics related to departmental work.
 - b. Serves on library committees and task forces as appropriate.
 - c. Assists library users with using copiers, printers, and other equipment as needed.
 - d. Undertakes special assignments or projects assigned by the immediate supervisor or the Dean of University Libraries.

VIII. DIRECTION RECEIVED

Reports to department head for Preservation and Special Collections and/or his designee.

IX. DIRECTION GIVEN

Supervises student workers as needed. May be involved in training staff. Assumes responsibility for the department when working alone on scheduled Sundays and/or evenings.

X. JOB SPECIFICATIONS

Requires an Associate's degree and at least two years of appropriate work experience. An equivalent combination of education and experience would be two years of college and four years of relevant work experience.

XI. SPECIAL CONDITIONS

This is a full-time permanent position requiring a 37.5 hour work week. The primary work schedule for this position is Monday through Friday 8 am to 4:30 pm; however, during the regular term, the incumbent will participate in staffing weekend hours and will be scheduled to work occasional Sunday afternoons (1pm -5pm).

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Experience serving users in a customer service environment, preferably in an academic library.
- B. Experience and comfort with using computers in a work setting.
- C. Good keyboarding skills and working knowledge of standard productivity software such as Microsoft Word, Microsoft Excel, Adobe PhotoShop, scanning software, and e-mail.
- D. Ability to organize and analyze information.
- E. Good attention to detail and ability to complete work with a high level of accuracy.
- F. Ability to communicate effectively both in person and remotely in oral and written forms.
- G. Good interpersonal skills that will support courteous and professional interactions with library users and coworkers from diverse backgrounds.
- H. Skill in understanding, interpreting, and accurately following directions given verbally or in writing.
- I. Good judgment and good problem solving skills
- J. Willingness to learn and subsequently implement new tasks and skills.
- K. Ability to work independently and accept responsibility for work to be done.
- L. Ability to maintain a positive attitude while coping with organizational change.
- M. Ability to recognize the limits of the authority of this position and know when to appropriately refer matters to a higher authority.

XII. WORKING CONDITIONS

Technologically oriented academic research library where the materials in the Preservation and Special Collections Department represent the unique resources that distinguish this institution's collections from other research collections. Position has a significant public service component requiring frequent interaction with the public in person, by telephone, and/or electronically. Position requires some standing, walking, and reaching in order to assist library users. Incumbent must be able to stoop, bend, and lift up to 30 pounds. Responsibilities might require the individual to pull and/or push wheeled book carts which can weigh up to 300 pounds when full. Must also be able to push and/or pull wheeled carts filled with books. As a member of the Preservation and Special Collections Department, this person will be expected to participate in the regular desk schedule and will be required to work some weekend hours as scheduled. This position may require travel to other locations to evaluate or receive donations to the collections or to deliver services to users at other sites.

Description last updated: September 2016