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October 2022

University of Memphis Humphreys School of Law

Library Position Description

I.DEPARTMENT: Law Library Technical Services

II.POSITION: Technical Services Library Assistant III

III.CURRENT CLASSIFICATION: Library Assistant III

IV.NAME OF INCUMBENT: vacant

V.SUPERVISOR: Assistant Director for Technical Services

VI.JOB PURPOSE: The purpose of this position is to support all the functions of the Technical Services department.

DUTIES AND RESPONSIBILITIES

Serials

Maintains and ensures the accuracy and integrity of the records for the Law Library's serials collections, including but not limited to prioritizing, verifying, editing and entering information into the Law Library's automated, integrated library system. Creates, updates, and maintains serials holdings and check-in records. Handles routing, filing, and claiming of materials.

Coordinates with public services staff in the training and supervision of serials duties performed by student workers including overseeing filing of loose-leaf updates and shelving of serials publications.

Catalog/Bibliographic Maintenance

Assists the Assistant Director for Technical Services with maintaining accurate bibliographic, holdings, and item records within the integrated library system. Edits, adds, and deletes records as necessary. Assists with weeding and withdrawing of materials from the collection.

Government Documents

Assists with maintenance of the Law Library's Federal Depository collection by reviewing shipments received, checking in materials according to the program's standards, claiming missing materials, and shelving materials according to the government documents classification system.

Binding/Preservation

Manages all bindery services including serving as the primary bindery contact, identifies materials to be bound and processes shipments using bindery provided software, maintains accurate records and

University of Memphis Humphreys School of Law Library position

Technical Services Library Assistant III October 2022

Page 1 of 3

statistics for items sent & received, and troubleshoots problems with bound items. Assists with maintenance of the Law Library's rare book collection and performs basic preservation duties as needed.

Electronic Resources

Assists the Collection Services and Electronic Resources Librarian with maintaining, updating and monitoring electronic resources data and lists available through the library's catalog and website.

Statistics

Assists with the collecting and reporting of various statistics associated with the collection such as measurements of linear feet of shelving, bindery statistics, etc.

Other

Maintains proficiency in areas of expertise and responsibility related to the duties of the position. Participates in appropriate professional development activities and organizations.

DIRECTION RECEIVED: Primarily receives direction from the Assistant Director for Technical Services. Receives additional direction from the Collection Services and Electronic Resources Librarian.

DIRECTION GIVEN: May supervise library student workers.

INTERNAL CONTACTS: Coordinates projects with Law Library Public Services Department staff and Law Library Technical Services staff. Occasionally interacts with Law faculty, staff and students.

EXTERNAL CONTACTS: Contact with legal publishers and vendors regarding serials issues. Contact with bindery staff. Contact with University librarians and staff as needed to troubleshoot resources and operations.

QUALIFICATIONS

This position requires a bachelor's degree and two years of full-time library experience.

PREFERRED QUALIFICATIONS

Library experience performing duties in one or more of the following areas: serials, cataloging, government documents, electronic resources, and binding & preservation.

SCHEDULE

This is a full-time permanent position requiring a 37.5-hour work week.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS

Knowledge of library practices and procedures.

Experience using modules of an integrated library system such as Innovative's Sierra.

Experience and comfort with using computers in a work setting.

Excellent attention to detail and ability to maintain a high level of accuracy in work.

Ability to perform complex, repetitive tasks on a daily basis.

Ability to establish and maintain productive working relationships with colleagues and external contacts.

Sound judgment and good decision-making skills.

Ability to prioritize and multitask.

Excellent verbal and written communication skills and interpersonal skills.

Ability to work independently as well as part of a team.