

University of Memphis  
University Libraries - Position Description

I. DEPARTMENT: Information Access Services

II. POSITION: Acquisitions Assistant

III. CLASSIFICATION: Library Assistant II

IV. NAME OF INCUMBENT: Vacant V. POSITION NO: 001714

VI. JOB PURPOSE:

This position is one member of the team of faculty and staff in the Information Access Services Department. The person in this position is cross trained to assist in many of the functional areas of the department including the Interlibrary Loan/Document Delivery (ILL/DD) Office, Electronic Resources, Collection Development, and Acquisitions. The key responsibilities of this position support the Libraries' Acquisitions function.

The specific duties, tasks, responsibilities, and work location of this position are subject to change as technology advances and the needs and interests of the University Libraries, and the University of Memphis evolve over time.

VII. DUTIES AND RESPONSIBILITIES:

- A. Assumes duties in support of the Acquisitions functions of the department.
  - a. Processes invoices for payment using knowledge of university and library procedures for handling invoices and payments
  - b. Identifies and solves subscription payment and other invoicing problems.
  - c. Communicates with vendors regarding problems of non-receipt of orders or missed issues and payment problems.
  - d. Assists in opening, unpacking, and sorting daily mail and other packages, boxes, shipments and deliveries.
  - e. Receives or checks-in materials including periodicals, firm orders, and standing orders using appropriate Sierra functions.
  - f. Identifies check-in problems including frequency changes, title changes, missed issues, changes in volume and numbering.
  - g. Initiates claims for issues not received for Main Library, Departments, and branches using appropriate system (usually Sierra or EBSCONET).
  - h. Conducts bibliographic searches and verification of records in OCLC or other serials bibliographic tools and export into Sierra online catalog.
  - i. Conducts initial searches in various bibliographic databases to verify and/or complete data on purchase requests and to eliminate duplication.
  - j. Assists with the order process by identifying an appropriate vendor and creating purchase orders for complex materials
  - k. Compiles and reports appropriate statistics on various categories of work performed.

1. Participates in maintaining the order, accuracy, and correct labeling of the shelves for periodicals, microform, and newspapers.
- B. Participates in department wide responsibilities, projects, and activities.
- a. Maintains knowledge of library policies and procedures and computer skills through attendance at meetings of library and departmental staff and training classes.
  - b. Serves as liaison for Information Access Services with other departments or branch libraries, as needed.
  - c. Assists in training of new employees.
  - d. Participates in individual and group meetings related to the work of the Department and/or the University Libraries.
  - e. Compiles and submits statistical data or other reports, on established schedule or as requested, on all work performed, using departmental forms or submission mechanisms.
- C. Performs other duties as assigned.
- a. Serves on library or university committees or task forces as assigned.
  - b. Undertakes other duties or projects as assigned by supervisor(s).
  - c. Participates in training and professional development opportunities that will enhance their job skills and expertise.

VIII. DIRECTION RECEIVED

Reports to the Collection Development & Acquisitions Librarian or their designee.

IX. DIRECTION GIVEN

May supervise student assistants. May supervise and/or train other staff.

X. JOB SPECIFICATIONS

Requires a Bachelor's degree and at least one year 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 schedule for this position is 8:00 am to 4:30 pm, Monday through Friday.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

1. Comfort and dexterity with using computers and computerized information systems in a work environment. Proficiency in Microsoft Word and Excel.

2. Ability to enter, query, and manipulate data in a computer database in order to serve library users.
3. Ability to complete detailed work in a timely manner with a high degree of accuracy.
4. Ability to solve problems and to implement solutions in a timely and professional manner.
5. Knowledge of library goals and objectives, policies and procedures as they apply to the Information Access Services Department.
6. Ability to evaluate situations and make appropriate, mature decisions.
7. Ability to communicate effectively in oral and written forms.
8. Knowledge of good customer service practices and ability to apply them in their work.
9. Ability to supervise the work of others.
10. Ability to work effectively with a diverse group of library staff and users in a courteous and professional manner.
11. Ability to work on multiple tasks and to meet established deadlines.
12. Willingness to learn and subsequently implement new tasks and skills.
13. Ability to establish and maintain an effective working relationship with the students, the public, supervisors, and other employees.
14. Ability to maintain a positive attitude while coping with organizational change.
  
15. Ability to switch between the roles of leader and follower effectively and appropriately in an environment that requires strong teamwork.
16. Ability to recognize the limits of the authority of this position and to know when matters should be referred to a higher authority.

#### WORKING CONDITIONS

Technologically oriented academic research library where the Information Access Services Department assumes responsibility for acquiring the resources needed by library users. The position requires some standing, walking, bending, and reaching. The individual in this position might be required to climb on ladders and reach overhead in order to assist library users or to process materials for the collections. The individual might be required to push and/or pull wheeled book trucks that might weigh up to 300 pounds when full. The position may require travel to other locations to assess and plan for needs of users of branch libraries or remote sites.

Position Description Updated: August 2022