

I. DEPARTMENT: Circulation

II. POSITION: Collection Maintenance Assistant

III. CLASSIFICATION: Library Assistant I

IV. NAME OF INCUMBENT: Vacant V. POSITION NO: 002527

VI. JOB PURPOSE:

One of several in the Circulation Department, this position is a part of the Collection Maintenance Crew and as such their primary responsibility is to ensure the order and maintenance of the various collections of the University Libraries. Reporting to the Collection Maintenance Supervisor, this individual assumes responsibility for maintaining the order and maintenance of the assigned segments of the libraries' collections. They work in concert with other members of the Stack Maintenance Crew to complete major projects such as collection shifts, rearrangements, or relocations. Their responsibilities also include assisting library users at the service desks of the Circulation Department, as needed.

The specific duties, tasks, and responsibilities 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. Maintains organization and accurate arrangement of library materials in the various collections of the University Libraries paying particular attention to the specific section assigned to this position.
  1. Sorts and shelves books and other library materials accurately following sequencing dictated by the Library of Congress, Dewey Decimal Classification, or other filing systems as appropriate.
  2. Files library resources including microfilm, microfiche, designated loose-leaf items, or other collection materials.
  3. Monitors assigned collections to assure accuracy of shelving order and to identify items in need of repair; initiates action to make sure appropriate attention is given.
  4. Attaches labels, barcodes, security strips and other appropriate processing devices to library materials as needed to replace damaged or missing devices, following established procedures and guidelines.
  5. Shifts and/or rearranges materials to accommodate growth and expansion of the assigned libraries' collections.

- B. Participates in planning, implementing, and completing general tasks or projects undertaken by the Stack Maintenance Crew.
  - 1. Picks up and re-shelves or re-files books and other library materials left on tables, shelves, and other places throughout the various floors of the McWherter Library and most particularly on the assigned floor(s).
  - 2. Checks the outside and/or off-site book drops, as needed, to retrieve returned materials making sure that they are checked in via the library's automated system.
  - 3. Participates as a part of the Collection Maintenance Crew in collection-based projects such as major shifts, relocations, rearrangements, etc.
  - 4. Cross trains to learn full range of collection maintenance processes so as to be able to assist with covering absences and/or overloads of other crew members
  
- C. Participates in staffing the Circulation Desk and providing assistance to library users.
  - 1. Serves as staff at the Circulation Desk as scheduled or when needed.
  - 2. Checks in, via the libraries' automated system, materials returned to the library and ensures that the materials are properly re-sensitized before being returned to the collection.
  - 3. Checks out library materials, including circulating materials, reserve resources, laptop computers, for use of library users.
  - 4. Assists library users by answering questions and solving problems at the Circulation and Reserve Room desks.
  - 5. Answers directional and other general questions; makes appropriate referrals to other departments or individuals.
  - 6. Helps library users with a broad range of library equipment including, but not limited to, the online catalog, copy machines, computers, printers, reader – printers, and other technology available through the University Libraries.
  
- D. Performs other duties as assigned
  - 1. Serves on library committees and task forces as appropriate.
  - 2. Participates in library-wide projects as needed.
  - 3. Undertakes other tasks assigned by the supervisor or Department Head.

VIII. DIRECTION RECEIVED

Reports to the Collection Maintenance Supervisor or to the Head of Circulation or her designee.

IX. DIRECTION GIVEN

Trains and supervises student workers. May be designated as lead on selected collection maintenance projects.

X. JOB SPECIFICATIONS

An Associate's Degree in an appropriate area is required. Library experience is desired. An appropriate combination of education and experience might be substituted.

XI. SPECIAL CONDITIONS

This is a full-time permanent position requiring a 37.5 workweek. The primary work schedule for this position is Sunday through Thursday, 12:30 pm-9:00 pm. Depending on the needs of the department, the work schedule might change periodically and may include some additional evening and/or weekend hours. The incumbent may be scheduled to work some regular day shifts, during the academic term when the library maintains a full schedule. During breaks, interim, summer, and holiday periods, the library's schedule is shortened, and the work schedule of the incumbent will be modified to fit into the library's shorter day and condensed week. Possible altered work schedules might include 8am to 4:30 pm; 9:30 am to 6 pm; or 10:30 am to 7 pm. The modified schedule may be Monday through Friday.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Must be detail oriented and able to follow directions to complete routine tasks in a timely and efficient manner.
- B. Good communication and interpersonal skills.
- C. Good customer service skills and ability to work effectively with a diverse group of library users.
- D. Must be focused and able to stay on task to complete routine tasks in a fast paced setting.
- E. Must be able to put items in correct order following specific, complex alphabetical and numerical sequences.
- F. Must be able to supervise the work of others.
- G. Positive attitude for interaction and initiative in a rapidly changing technological environment.
- H. Must have some keyboarding skills and be able to perform routine circulation processes and functions using a computer.
- I. Must be able to learn to navigate various library search engines in order to assist library users
- J. Must be able to discern and correct errors in the shelving/filing of library materials.
- K. Must recognize the limits of his/her responsibility and be able to appropriately refer library users to other individuals or departments.

XIII. WORKING CONDITIONS

Technologically oriented academic research library with some similarity to an office environment. Position has a strong public service component requiring regular interaction with the general public. Position requires some standing, walking, reaching, and stooping. Close work with collections requires good vision. Incumbent must be able to bend and lift up to 30 pounds. Incumbent may have to climb a step ladder in order to reach higher shelves. Incumbent must be able to push and/or pull wheeled book trucks weighing up to 300 pounds.

