

I. DEPARTMENT: Circulation

II. POSITION: Collection Maintenance Assistant

III. CLASSIFICATION: Library Assistant I

IV. NAME OF INCUMBENT: Vacant

V. POSITION NO.: 2527

VI. JOB PURPOSE:

One of several in the Circulation Department, this position is a part of the Collection Maintenance Crew and as such his/her 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. He/she also works in concert with other members of the Stack Maintenance Crew to complete major projects such as collection shifts, rearrangements, or relocations. His/her responsibilities also include assisting library users at the service desks of the Circulation Department, as needed.

VII. DUTIES AND RESPONSIBILITIES

- A. Maintains organization and accurate arrangement of library materials in the various collections of the University Libraries.
- B. 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.
- C. Files library resources including microfilm, microfiche, designated loose-leaf items, or other collection materials.
- D. Monitors assigned collections to identify items in need of repair and initiates action to make sure appropriate attention is given.
- E. 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.
- F. 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 McWhorter Library and most particularly on the assigned floor(s).
- G. 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.
- H. 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.
- I. Assists library users by answering questions and solving problems at the Circulation and Reserve Room desks.

- J. Helps library users with a broad range of library equipment including, but not limited to, the online catalog, copy machines, computers, printers, and reader printers.
- K. Shifts and/or rearranges materials to accommodate growth and expansion of the assigned libraries' collections.
- L. Participates as a part of the Collection Maintenance Crew in collection-based projects such as major shifts, relocations, rearrangements, etc.
- M. 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.
- N. Performs other duties as assigned
 - 1. Serves on library committees and task forces as appropriate.
 - 2. Undertakes other tasks assigned by the supervisor.

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 Tuesday through Saturday 9:30 am to 6:00 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 up to two evening 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. Possible altered work schedules might include 8am to 4:30 pm; 9:30 am to 6 pm; 10:30 am to 7 pm; or 12:30 pm to 9 pm.

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.

Description last updated: October 16, 2013