JOB TITLE: Collection Services Student Assistant

JOB SUMMARY: Under the supervision of the permanent staff, the Student Assistant is primarily responsible for physically receiving and processing materials for the library’s collections, and for expediting the exchange of materials among libraries (interlibrary loan). The Student Assistant will also undertake a variety of special projects relating to maintain the library’s collections.

REPORTS TO: Acquisitions and Exhibits Manager and Interlibrary Loan Manager. May also take direction from the Cataloging/Metadata Librarian and the Associate Librarian for Collection Services.

DUTIES:
- Unpack boxes of new received library materials, match contents against packing list, and check for acceptable condition of materials.
- Use library catalog software to check new items into the system, affix barcode labels and create item records using default settings.
- Process cataloged library materials for shelving by affixing correct spine labels, due date stickers and bookplates.
- Physically withdraw discarded library materials. Set aside materials for recycling or pack up materials for donation or sending to other locations.
- Search for and pull materials that have been on the New Books shelves. Change location in local catalog database and remove stickers.
- Perform occasional departmental projects, such as:
  - Printing custom bookplates
  - Searching for and pulling materials for projects (e.g. items still to be moved from one location to another; items for weeding)
  - Sorting gift books, checking catalog for duplication, preparing for cataloger.
- Process interlibrary loan requests from other libraries for materials
  - Locate books in library shelves, check them out in circulation system, place in appropriate outgoing delivery bin.
  - Complete paperwork for requested items, update status in online system.
  - Scan articles requested by other libraries.
- Process materials borrowed for our students and faculty from other libraries:
  - Receive packaged items, file paperwork, apply book straps, notify patrons.
  - Check for overdue items, send email reminders to borrowers.

SCHEDULE: 6-10 hours a week, Monday-Friday between 9 am and 5 pm.

GENERAL SKILLS DESIRED:
- Demonstrated strong attention to detail.
- Good technology skills. Competence with Microsoft Office, Word and Excel.
- Good communication and interpersonal skills.
- Ability to work both as a member of a team and independently.
• Self-motivated, dependable, enthusiastic, and interested in the work being done.
• Previous materials processing/library experience.

TRAINING PROVIDED:
• Individual training sessions including hands-on training for processing materials.
• Online tutorials on special software and best practices
• Topics covered:
  o the Dewey call number system
  o locations and peculiarities of the various collections
  o use of the catalog, acquisitions, and ILL modules of Millennium library software
  o use of WorldShare Interlibrary Loan system
  o departmental policies and procedures
  o proper methods of materials handling

Work products are routinely spot-checked and any issues will be directly addressed, and a plan developed to improve performance.

Ongoing training is provided throughout the year as required by newly assigned tasks or as problems or changes arise.

Communication takes place in person and by email.

Student assistants are encouraged to approach the staff with any questions or concerns