Title: Government Documents 2
Pay Rate: Intermediate

**General Description:** Assists Government Documents Librarian with the processing of government documents and maps, including copy-cataloging, record maintenance in III’s Millennium software, and copy-cataloging from OCLC Connexion. Assist with special projects related to government documents and government information services.

**Duties and Responsibilities:**
1. Check-in print and non-print government documents that have Marcive records
2. Check-in and copy catalog for sheet maps
3. Resolve on-the-fly records for government documents materials
4. Repair and maintain broken internet links for government documents in the library catalog
5. Repair not-overlaying brief records
6. Work on special projects related to government documents and government information services
7. Assist with the promotion of government information services

**Required Qualifications:**
1. Must be able to work 10-20 hours per week during normal business hours
2. Able to work at least 2 semesters
3. Able to learn new skills and apply them to multiple situations
4. Able to work independently
5. Must exhibit dependability
6. Able to work comfortably on a Microsoft Windows-based computer

**Preferred Qualifications:**
1. Currently enrolled in a graduate program, preferably studying library or information science
2. Experience with OCLC Connexion interfaces
3. Experience with Millennium cataloging in staff mode, or other library automation software
4. Experience with government documents databases
5. Experience working with bibliographic records for books, electronic resources and other non-print materials
6. Experience with or knowledge of AACR2r, RDA, MARC, LCSH, MeSH, LCC, SuDocs
7. Experience working with government documents at any level in any capacity
8. Preference will be given to students who have completed, or are currently taking the organization of Library Materials class, or its equivalent
9. Students who can work during intersession will also be preferred