University Libraries
Student Employee Job Description

Title: Acquisitions 2
Pay Rate: Intermediate

**General Description:** Performs moderately complex library activities. Helps to maintain library records for print and online holdings in the library’s integrated library system (Innovative Interfaces), principally through check-in of received items and claiming missing/non-received items. Copy-catalogs library materials and routes problematic records as needed. Maintains associated order, check-in and item records. Assists with basic bindery functions. Provides physical processing for materials in all formats, including complex audio-visual processing. Supports Acquisitions Department projects by using a variety of software packages, and by performing various office duties.

**Duties and Responsibilities:**
1. Check-in and/or claim serial or monograph items on the library’s integrated library system
2. Order library monographic materials from various vendors
3. Online maintenance of library catalog records. Update check-in records and modify detailed information online
4. Assist with preparing and receiving bindery shipments
5. Work on relocation/weeding projects. This involves:
   a. Pull volumes from shelves, and deliver them to Acquisitions
   b. Update holdings records in the library’s integrated library system
   c. Determine the new locations for weeding volumes and route items to new locations
6. Assist with various e-resource claiming projects by updating library system records and by using other software resources
7. Perform routine copy-cataloging using OCLC Connexion, library’s integrated library system and departmental procedures
8. Work on special projects that may use Microsoft Excel, Microsoft Word, and/or OCLC Connexion
9. Physical processing all formats of library materials
10. Perform minimal in-house book repairs
11. Open and sort incoming mail (Open envelopes, plastic wrappers and boxes of journals.)

**Required Qualifications:**
1. Computer literacy
2. Familiarity with Microsoft Word and Excel
3. Basic office skills
4. Ability to follow and apply detailed instructions
5. Ability to remember complicated procedures for different kinds of material
6. Ability to work independently
7. Ability to sit and use computer for extended periods
8. Ability to use sharp instruments such as knives, scissors and paper cutters with safety in mind
9. Ability to work during semesters between the hours of 8:00 am and 5:00 pm, Monday through Friday

**Preferred Qualifications:**
1. Related library experience
2. Experience with the Innovative Interfaces software

**Working Conditions/Physical Requirements:**
1. Library environment
2. Exposed to dirt and dust
3. May required frequent use of video display terminal
4. May require light physical effort (e.g., stooping, bending, and lifting)
5. May require physical strength to enable lifting 30 lbs