Title: Acquisitions 3  
Pay Rate: Highly specialized

General Description: Work assignments require advanced, highly specialized knowledge, skills, or abilities; independent decision-making and problem solving skills. Must demonstrate ability to perform the duties involved. May serve as a lead worker over Acquisitions 2 level students. Performs complex copy cataloging of library materials and routes problematic records as needed. Prepares library materials for binding and processes materials upon return from the commercial bindery. Supports Acquisitions Department projects by using a variety of software packages, and by performing various office duties.

Duties and Responsibilities:
1. Perform complex copy cataloging using OCLC Connexion, III Integrated Library System, and departmental procedures
2. Prepare library materials for commercial binding using ABLE and III Integrated Library System
3. Process library materials upon return from commercial binder using III Integrated Library System
4. 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
5. Determine the new locations for weeding volumes and route items to new locations
6. May serve as a lead worker over Acquisitions 2 level students
7. Assist in training new students or in training current students on new projects
8. Work on special projects that may use Microsoft Excel, Microsoft Word and/or OCLC Connexion

Required Qualifications:
1. Minimum one year of experience in our Acquisitions department
2. Computer literacy
3. Familiarity with Microsoft Word and Excel
4. Basic office skills
5. Ability to follow detailed instructions and remember complex procedures
6. Ability to work independently and in a team environment
7. Must be punctual and responsible
8. Ability to sit and use computer for extended periods
9. Ability to use sharp instruments such as knives, scissors and paper cutters with safety in mind
10. Must be able to work Monday through Friday between the hours of 8:00 am and 5:00 pm during each semester

Preferred Qualifications:
1. Knowledge of acceptable catalog copy
2. Able to work during the summer and intercessions, Monday through Friday between the hours of 8:00 am and 5:00 pm

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