Position Title: Archives Assistant (LIBR-1)

Reports to: Library Director/Administrative Coordinator (Administration Office)

Work Schedule: Set by the supervisor and student, generally between 8 a.m. and 5 p.m. Monday thru Friday.

Date Written/Revised: June 2011

Summary of Position: Assists the Administration Office with the day-to-day operation and maintenance of the 'University Archives' collections and the libraries 'Special Collections.' This position will also work with other work study students assigned to the Administration Office and act as a floater for projects.

Main Functions:
- Assists Library Director/Administrative Coordinator with archives research and materials requests, may include scanning and/or copying materials;
- Organizes and maintains archives collections, including processing and shelving new materials, pulling and re-shelving materials, shelf maintenance, and collecting materials from departments across campus;
- Planning and creating archives displays;
- Creating archives inventories and indexes;
- Maintaining 'inquiry reports' utilizing an access database;
- Inventory and maintain archives supplies.

Knowledge, Skills, and Abilities:
- Ability to follow oral and written directions; accurate, dependable, able to work with minimal supervision; knowledge of software applications.
- Good judgment and discretion; organizational ability, proactive, detail oriented, adaptable and versatile; creative and eligible for work study.
- Knowledge of Graphic Design Software (Photoshop/Illustrator) and Scanning of Documents helpful.
Position Title: Circulation Desk Assistant (LIBR-1)

Reports to: Access Services Supervisor

Work Schedule:
M-Th: 7:30am-2am  
Fri: 7:30am-9pm  
Sat: 9am-9pm  
Sun: 9am-2am (Note: hours may change Fall 2011)

Date Revised: June 2011

Summary of Position: Staffs Circulation desk during days, evenings and/or weekends. Provides customer service to users of general circulation during all library hours and Learning Commons services after business hours.

Essential Functions:
• Frequent building checks.
• Frequent shelving of main collection and media items.
• Answer questions relating to library services and facilities, use of library catalog, location of library materials, full text availability, and basic database navigation by phone or in person; refer patron to library staff as needed.
• Check in and out library materials; create and edit patron records, and take fines.
• Check in incoming consortia items via library system.
• Maintain the “Link” and reading room areas by picking up trash, straightening chairs and sofas.
• Shelf-read, shift crowded areas, and dust reserve collection.
• Assist patrons in the use of copiers, microform machines and compact shelving.
• Load paper and change toner in copiers and microform machines and troubleshoot basic problems.
• Shelve reserve items as items are checked in.
• Maintain statistics for patron questions in the Learning Commons Question Log.

Other functions:
• Assist with tallying and shelving loose and bound periodicals, and microform items.
• Assist with office tasks and pickup.
• Assist librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
• Good interpersonal skills, especially the ability to communicate clearly and effectively.
• Customer service orientation; ability to interact tactfully and courteously with patrons.
• Comfortable approaching patrons who seem frustrated or uncertain.
• Keyboarding and computer literacy.
• Analytical thinking skills.
• Ability to handle uneven workflow and attention to detail.
• Dependable and self-motivated.
• Ability to work independently and as part of a team.
Position Title: Cataloging/Processing Assistant (LIBR-1)

Reports to: Cataloging Department Supervisor

Work schedule: Generally between the hours of 8 a.m. and 5 p.m., Monday through Friday. It is highly recommended to work a minimum of 2 hours per work shift for continuity of workflow.

Date revised: June 2011

Summary of Position: Processing of materials housed in the library. Advanced year students may catalog books as assigned by the supervisor. Some database maintenance and data entry. Training provided. Note: Doing homework is not permitted during work time.

Essential Functions:
- Processing of certain new library material (music scores, media, reference): label, stamp, tattle tape, sort and shelve
- Some pulling of earlier editions of books
- Working with computer systems to search for items in the collection
- Provide in-house binding and reinforcement of books, materials with inserts, music scores, and media items. Case bind as necessary

Other Functions:
- Under the discretion of the Cataloging Supervisor, edit cataloging records as necessary
- Work on short term projects using the database and other library tools as assigned by supervisor
- Task share between other work units as needed
- Other new and on-going projects
- Other duties as assigned

Knowledge, Skills, and Abilities Desirable:
- Accuracy and attention to detail
- Ability to follow oral and written instructions and ask questions when necessary
- Good communication skills
- Analytical thinking skills
- Experience and aptitude for working with computers, including word processing skills
- Ability to work independently; self-motivated
- Eligible for work study

Other expectations:
- Students are expected to wear closed-toe footwear at all times. Due to the risk of foot injury from dropped books or other heavy items, flip-flops are not allowed.
- Students are expected to adhere to the Attendance and schedule action form regarding missed work shifts, absenteeism, and productivity
- Students must use at least 50% of their award per semester to be asked back.

7/28/2011
Position Title: Serials Assistant (LIBR-1)

Reports to: Acquisitions Supervisor

Work Schedule: Monday – Friday 8:00 a.m. – 5:00 p.m.
Work shifts must be during the week
With a minimum two hour block of time per shift
For training purposes, a minimum of 20 hours must be worked within the first four
weeks of starting in this position
Workers must use at least 70% of their award per semester to be asked back
Must wear closed toed shoes
No homework allowed during shift

Date Written/Revised May 10, 2011

Summary of Position: Receives journals, newspapers and microform; Discards newspapers and
journals. Prepares journals for professional binding and shifts current journals to basement for long-
term shelving.

Essential Functions:
- Receives and processes new journals, newspapers, microform daily
- Discards newspapers and journals monthly
- Searches claims for late periodicals

Other Functions:
- Book repair and damaged item assessment
- Will occasionally work in other departments such as Collection Development
- Enters journal statistics into database
- Delivers and sorts library mail

Knowledge, Skills, and Abilities Desirable:
- Attention to details
- Ability to work independently
University of Puget Sound
Collins Memorial Library
Access Services Department

Position Title: Summit Assistant (LIBR-2)

Reports to: Access Services Supervisor

Work Schedule: Works between 8am and 5pm, Monday-Friday or between 5:30pm-2:30am, Sunday – Thursday. (Note: Hours may change Fall 2011)

Date Written/Revised: June 2011

Summary of Position: Assists staff with processing Summit (patron-initiated requests) borrowing and lending requests. Summit is a consortium of Oregon and Washington state colleges and universities that share a unified catalog.

Essential Functions:
- Prints Summit paging slips using library system.
- Searches for and retrieves requests from the library collection.
- Checks out items in library system to off-campus borrowing patrons.
- Prepares materials to be loaned to borrowing institutions.
- Prepares materials to be returned to lending institutions.
- Records shipping activity on daily courier manifest(s).
- Checks in incoming Summit items in library system and places items on hold shelf.
- Checks in returned items borrowed from other Summit libraries library system and places items on temporary cart behind circulation desk.
- Keeps staff aware of supply needs.

Other Functions:
- Assists with shelving main collection, reserve, media, and reference items.
- Assist with tallying and shelving loose and bound periodicals, and microform items.
- Assists with office tasks, deskwork, and pickup.
- Assists librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
- Dependability.
- Self-motivated.
- Good interpersonal skills, especially the ability to communicate clearly and effectively.
- Customer service orientation; ability to interact tactfully and courteously with patrons.
- Comfortable approaching patrons who seem frustrated or uncertain.
- Ability to work independently or as part of a team.
- Ability to work quickly and efficiently under pressure with variable workload.
- Keyboarding and computer literacy.
- Analytical thinking skills.
Position Title: Acquisitions Assistant (LIBR-1)

Reports to: Acquisitions Supervisor

Work Schedule: Work shifts must be during the week
Monday – Friday 8:00 a.m. – 5:00 p.m.
With a minimum two hour block of time highly recommended
For training purposes, a minimum of 30 hours must be worked within the first four weeks of starting in this position
Workers must use at least 70% of their award per semester to be asked back
Must wear closed toed shoes
No homework allowed during shift

Date Written/Revised: May 10, 2011

Summary of Position: Receives library materials such as books, DVDs and CDs; Searches and updates database.

Essential Functions:
- Unpacks and receives invoices for books, DVDs, videos, CDs and other library materials on a daily basis
- Delivers and sorts library mail

Other Functions:
- Searches database for materials to be ordered
- Will occasionally work in other departments such as Serials and Collection Development

Knowledge, Skills, and Abilities Desirable:
- Attention to details
- Word processing
- Ability to work independently
Position Title: Documents Processing Assistant (Libr-1)

Reports to: Cataloging Department Supervisor; trained by Documents Specialist

Work Schedule: Generally between the hours of 8 am and 5 pm, Monday through Friday. It is highly recommended to work a minimum of 2 hours per work shift for continuity of workflow.

Date Written/Revised: May 2011

Summary of Position: Process incoming government depository publications. Perform local database maintenance of bibliographic and item records for patron access and information. Advanced year students may perform some cataloging involving searching for bibliographic records and importing them. Other duties as assigned. Training provided.

Essential Functions:
- Opening incoming shipments of government publications and verifying contents against shipping list and orders
- Updating holdings in catalog accordingly for paper, maps, microfiche, microfilm and electronic records.
- Creating labels, applying labels to physical items and shelving them.
- Retrieving outdated items of various material types; searching and performing shelf maintenance.

Other Functions:
- Notify distributor of missing items; enter in claims database, update the information appropriately with distributor notification.
- Create distribution list of outdated items, recycle items when appropriate.
- Other new and on-going projects.

Knowledge, Skills, and Abilities Desirable:
- Reliable
- Experience and aptitude for working with computers, especially word processing skills
- Accuracy and attention to detail, methodical
- Ability to follow oral and written instructions and ask questions when necessary
- Ability to work independently
- Good communication skills
- Eligible for work study

Other expectations:
- Homework is not permitted during work time.
- Students are expected to wear footwear at all times. Due to the risk of foot injury from dropped books or other heavy items, flip-flops are not allowed.
- Students are expected to adhere to the Attendance and schedule action form regarding missed work shifts, absenteeism, and productivity.
- Students must use at least 50% of their award per semester to be asked back.

7/28/2011
Position Title: Admin Office Assistant (LIBR-2)

Reports to: Library Administrative Coordinator

Work Schedule: Set by the supervisor and student, generally between the hours of 8 am - 5 pm Monday – Friday in 2-3 hr shifts.

Written/Revised: July 2011

Summary of Position: This position will be based out of the Administration Office working on special projects as needed; as well as special events for the Library Director. Assists in the Archives on an as needs basis.

Essential Functions:
- Assist with setting up display cases and graphics projects.
- Assist the Library Technology Coordinator with technology related projects when needed.
- Assist the Graphics person with cutting/mounting posters and other forms of publicity for the library and campus.
- Using WORD document templates for signage.
- Type-setting, cut foam core board and spray mount signage neatly with careful attention to detail.
- Do daily mail runs for the department; errands and other tasks as needed.
- Other word processing and miscellaneous projects that arise.

Knowledge, Skills, and Abilities Desirable:
- Strong computer/keyboarding skills
- A strong and creative eye for graphic work
- Ability to be accurate and detail-oriented, EXCEL Spreadsheet knowledge required
- Ability to take specific instruction and follow directions.
- Work well independently.
- Ability to handle continuous work load.
- Ability to read / write HTML / CSS code
- Ability to edit bitmap and vector images in Photoshop and Illustrator (or similar)
- Ability and interest in scanning photos, letters and other materials for archival purposes
- Ability to use a digital camera
- Ability to manage files and folders on local and network disks (using Windows Explorer and similar)
Position Title: Office Assistant (Libr-2)

Reports to: Associate Director for Access Services

Work Schedule: Set by the supervisor and student, generally between 8 am – 5 pm
Monday - Friday

Date Written/Revised: May 2011

Summary of Position: Assists Associate Director with day-to-day office, clerical, web and library projects.

Main Functions:
• Assists Associate Director with word processing, filing, distributing mail, preparing correspondence, checking bibliographies;
• Assisting with creating and updating web pages using FrontPage; planning and creating library displays; preparing statistical reports using Excel;
• Assisting with the preparation of materials for instruction; searching the web; assisting with basic research questions;
• Scheduling meetings; proofreading; photocopying and performing related duties as required within the job level of responsibilities.

Knowledge, Skills, and Abilities Desirable:
• Ability to follow oral and written directions; accurate, dependable, able to work with minimal supervision; knowledge of software applications including word processing, web editing, and spreadsheets.
• Good judgment and discretion; organizational ability, initiative, adaptable and versatile; creative and eligible for work study.
University of Puget Sound
Collins Memorial Library
Access Services Department

Position Title: Overdues Assistant (Libr-2)
Reports to: Access Services Supervisor
Work Schedule: Works between 8am and 5pm, Monday - Friday
Date Written/Revised: May 2011

Summary of Position: Assists staff with processing of recall, hold, overdue, and billing notices and maintaining the hold shelf. Assists staff with processing consortium overdues.

Essential Functions:
- Prints recall, hold, overdue notices, and billing notices for notices without email addresses using library system.
- Prints “Clear hold shelf” list daily.
- Maintains hold shelf daily.
- Searches for claims returned overdue items and billed items with replacement fees.
- Searches for consortium overdues.
- Prints consortium item reports and searches for items.
- Notifies staff when overdue and billed items are found.
- Keeps staff aware of supply needs.

Other Functions:
- Assists with Interlibrary Loan Processing.
- Assists with Summit Processing.
- Assists with shelving main collection, reserve, media, and reference items.
- Assists with tallying and shelving loose and bound periodicals, and microform items.
- Assists with desk work, office tasks, and pickup.
- Assists librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
- Dependability.
- Self-motivated.
- Good interpersonal skills, especially the ability to communicate clearly and effectively.
- Customer service orientation; ability to interact tactfully and courteously with patrons.
- Comfortable approaching patrons who seem frustrated or uncertain.
- Ability to work independently or as part of a team.
- Ability to work quickly and efficiently under pressure with variable workload.
- Keyboarding and computer literacy.
- Analytical thinking skills.
Position Title: Circulation Desk Senior Assistant (Libr-3)
Reports to: Access Services Supervisor
Work Schedule: 8:30am-12:30pm on Saturdays and 6-8 additional desk hours during work week.
Date Written/Revised: May 2011

Summary of Position: Must be a returning Access Services assistant. This position is responsible for opening the library on Saturday mornings during the academic year and providing customer service to users of general Circulation and Learning Commons services by directing other Saturday student assistants and participating in the workflow of the Circulation stations and the Learning Commons station from 8:30am to 12:30pm until an office staff member arrives at 12:30pm. Provide back up to office staff using specialized library system authorization. Assists library staff with training and directing assistants.

Essential Functions – Circulation Stations:
- Check in and out library materials; create and edit patron records, and take fines.
- Checks in incoming consortia items via library system.
- Log valid affiliated users onto the Learning Commons stations.
- Shelve reserve and media items as they are checked in.
- Shelf read, shift crowded areas, and dust reserve collection.
- Temporary shelf front desk cart and take to temporary shelving room when cart is full.
- Assist patrons in the use of copiers, microform machines and compact shelving.
- Load paper and change toner in copiers and microform machines and troubleshoot basic problems.
- Maintain the “Link” and reading room areas by picking up trash, straightening chairs and sofas.

Essential Functions – Learning Commons Station:
- Assist patrons with campus network log in, using MS Office software (Word, PowerPoint, Excel, etc.), email, BlackBoard, and using the Internet.
- Approach patrons in the Learning Commons area who appear uncertain or frustrated and offer to help or to coordinate staff assistance.
- Load paper and change toner in Learning Commons printer; notify supervisor when supplies are low, maintain printer related statistics.
- Maintain statistics of Learning Commons usage and patron interactions.
- Shelf reserve books on a daily basis.
- Shelf read, shift crowded areas, and dust reference collection.
- Perform basic hardware troubleshooting, referring to supervisor/OIS as appropriate.
- Maintain Learning Commons area by picking up trash, logging off unoccupied machines, re-positioning chairs, replenishing supplies (tape, staples, pencils, paper clips, etc.)
- Remove unclaimed copies from the printer and recycle.

Essential Functions for both stations:
- Answer questions relating to library services and facilities, use of SIMON, location of library materials, full text availability, and basic database navigation by phone or in person; refer patron to library staff as needed.
- Maintain statistics for patron questions in the Information and Access Services Question Log.

Other back-up functions for both stations:
- Assists with shelving main collection.
• Assist with tallying and shelving loose and bound periodicals, and microform items.
• Assists with office tasks and pickup.
• Assist librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
• Good interpersonal skills, especially the ability to communicate clearly and effectively.
• Customer service orientation; ability to interact tactfully and courteously with patrons.
• Comfortable approaching patrons who seem frustrated or uncertain.
• Keyboarding and computer literacy.
• Analytical thinking skills.
• Ability to handle uneven workflow and attention to detail.
• Dependability.
• Ability to work independently and as part of a team.
• Self-motivated.
Position Title: Collection Development Assistant I (Libr-2)

Reports to: Associate Director for Resource Management Services.

Work Schedule: Set by the supervisor and student, generally between 8 – 5 pm Monday – Friday with a minimum 2-hour shift

Date Written/Revised: July 2011

Summary of Position:
- Sorting mail, photocopying, filing, word processing, manipulating spreadsheet data, data entry for MS Access database program, checking bibliographies against the catalog and other projects as assigned.

Knowledge, Skills, and Abilities Desirable:
- Knowledge of software applications including WORD, EXCEL AND FRONTPAGE.
- Attention to detail; ability to follow instructions and ask questions when necessary, ability to work independently; eligibility for work study.
- Ability to perform repetitive work
- Check recognized bibliographies against SIMON
- Look for alternative sources for electronic access of materials: free, etc. and add to records
- Run management reports in SIMON
- Work with Web Management reports
- Manipulate data out of SIMON and into electronic spreadsheets
- [Enter data into MS Access] – would like to do away with this option
- Create item records in SIMON
- May do special evaluations of preservation issues, such as condition of materials, etc.
- Create and/or edit web pages related to collection assessment and development
Position Title: Interlibrary Loan Assistant (Libr-2)

Reports to: Access Services Supervisor

Work Schedule: Works between 8am and 5pm, Monday-Friday and 9am-5pm on Saturdays and Sundays

Date Written/Revised: May 2011

Summary of Position: Assists ILL staff with processing lending and borrowing interlibrary loan requests.

Essential Functions:
- Opens downloaded lending requests from other libraries using Interlibrary Loan software.
- Checks library catalog for location of materials and inputs item and location information in lending requests.
- Prints pull slips of items the library will be able to send.
- Retrieves, scans, copies, and packages lending items.
- Updates lending requests in ILL system.
- Ships lending items electronically, or via courier or regular mail to fill requests.
- Records courier shipping activity on the daily manifest.
- Opens returned University of Puget Sound items, checks in items in ILL system, and then places items in the book drop to be checked in via the library system by desk assistants.
- Opens borrowed requests, checks in items in ILL system and processes items to be placed on the hold shelf.
- Retrieves shipped articles via electronic delivery, updates requests in ILL system, and posts articles to a web server for UPS patrons.
- Keeps ILL specialists aware of supply needs.

Other Functions:
- Assists with shelving main collection, reserve, media, and reference items.
- Assist with tallying and shelving loose and bound periodicals, and microform items.
- Assists with office tasks, deskwork, and pickup.
- Assists librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
- Ability to work independently or as part of a team.
- Dependability.
- Self-motivated.
- Good interpersonal skills, especially the ability to communicate clearly and effectively.
- Customer service orientation; ability to interact tactfully and courteously with patrons.
- Comfortable approaching patrons who seem frustrated or uncertain.
- Ability to work quickly and efficiently under pressure with variable workload.
- Keyboarding and computer literacy.
- Analytical thinking skills.
Position Title: Reserves Assistant (LIBR-2)

Reports to: Access Services Supervisor

Work Schedule: Works between 8am-5pm, Monday - Friday

Date Written/Revised: May 2011

Summary of Position: Assists the Reserves Specialist with processing reserve materials and processing booking requests for faculty.

Essential Reserve Functions:
- Retrieves University of Puget Sound owned materials from collection for processing.
- Assists Reserves staff with preparing reserve folders, books, and media items for course reserves.
- Creates reserve course records in library system.
- Adds and deletes items to and from course records in library system.
- Keeps statistics on types of reserves processes.
- Notifies staff of damaged reserve items.
- Shelves, shelf-reads, dusts, and shifts (when needed) reserve collection.
- Keeps Reserves Specialist aware of supply needs.

Essential Booking Functions:
- Books all media items (except equipment) in Library System.
- Prints booking slips, retrieves items, and checks items out to faculty members.
- Packages booking requests and delivers them directly to faculty offices or sends them via campus mail.
- Keeps Reserves Specialist aware of supply needs.

Other Functions:
- Assists with shelving main collection, media, and reference items.
- Assist with tallying and shelving loose and bound periodicals, and microform items.
- Assists with deskwork, office tasks, and pickup.
- Assists librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
- Dependability.
- Self-motivated.
- Good interpersonal skills, especially the ability to communicate clearly and effectively.
- Customer service orientation; ability to interact tactfully and courteously with patrons.
- Comfortable approaching patrons who seem frustrated or uncertain.
- Ability to work independently or as part of a team.
- Ability to work quickly and efficiently under pressure with variable workload.
- Keyboarding and computer literacy.
- Analytical thinking skills.
Position Title: Shelving Assistant (LIBR-1)

Reports to: Access Services Supervisor

Work Schedule: Works between 8am-12am, Monday-Thursday; between 8am-9pm Fridays; Between 9am-9pm Saturdays; 9am-12am Sundays.

Date Written/Revised: May 2011

Summary of Position: Shelves various types of items in the library collection, such as books, loose and bound periodicals, microform, newspapers and media materials; Maintains library collection in a neat and orderly condition; Completes a continuous inventory library collection. Assists with distribution of departmental mail.

Essential Functions:
- Shelves books and shelf-reads in all areas and keeps record of shelving activity.
- Shelves new loose periodicals and bound periodicals.
- Records statistics and shelves used loose periodicals and bound periodicals.
- Shelves new microform and records statistics and shelves used microform.
- Dusts shelving and cabinets in library collection.
- Completes pick-ups around the library and conducts an in-house count of pick-up items.
- Keeps library areas in a neat and orderly condition.
- Completes a continuous inventory of library collection.
- Reports damaged items found in stacks or in cabinets.
- Answers directional questions from patrons browsing in stacks.
- Completes shifting projects as needed.
- Notifies shelving manager of supply needs.
- Assists with distribution of departmental mail.

Other Functions:
- Assists with shelving reserve, media, and reference items.
- Assists with office tasks and deskwork.
- Assists librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
- Dependability.
- Self-motivated.
- Good interpersonal skills, especially the ability to communicate clearly and effectively.
- Customer service orientation; ability to interact tactfully and courteously with patrons.
- Comfortable approaching patrons who seem frustrated or uncertain.
- Ability to work independently or as part of a team.
- Ability to work quickly and efficiently under pressure with variable workload.
- Keyboarding and computer literacy.
- Analytical thinking skills.
Position Title: Learning Commons Assistant (LIBR-1)

Reports to: Information Resources Coordinator

Work Schedule: M - Th 8am - 11pm
Fri 8am - 5pm.
Sat 12pm - 5pm.
Sun 12pm - 11pm

Date Written/Revised: July 2011

Summary of Position: Staff the Learning Commons desk during days, evenings and/or weekends. Provide customer service to Learning Commons users and library patrons.

Essential Functions:
- Assist patrons with campus network log in, using MS Office software (Word, PowerPoint, Excel, etc.), email, Moodle, and using the Internet.
- Approach patrons in Learning Commons area who appear uncertain or frustrated and offer to help or to coordinate staff assistance.
- Sort print jobs for patron pick-up; recycle unclaimed print jobs.
- Load paper and change toner in the Learning Commons printer; notify supervisor when supplies are low.
- Answer questions relating to library services and facilities, use of library catalog, location of library materials, full text availability, and basic database navigation; refer patrons to library staff as needed.
- Maintain statistics of Learning Commons usage and patron interactions.
- Shelve reference books on a daily basis.
- Shelf read, shift crowded areas, and dust reference collection.
- Perform basic hardware troubleshooting, referring to supervisor/Technology Services as appropriate.
- Maintain the Learning Commons area by picking up trash, logging off unoccupied machines, re-positioning chairs, replenishing supplies (tape, staples, pencils, paper clips, etc.).

Other Functions:
- Assist with office tasks and book pickup.
- Assist librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
- Strong interpersonal skills; ability to communicate clearly and effectively.
- Customer service orientation; ability to interact tactfully and courteously with patrons.
- Comfortable approaching patrons who seem frustrated or uncertain.
- Keyboarding and computer literacy.
- Analytical thinking skills.
- Ability to handle uneven workflow and attention to detail.
- Dependability.
- Ability to work independently and as part of a team.
- Self-motivated.
University of Puget Sound
Collins Memorial Library
Access Services Department

Position Title: Circulation Desk Lead Assistant (LIBR-2)

Work Schedule:
M-Th: 7:30am-2am
Fri: 7:30am-9pm
Sat: 9am-9pm
Sun: 9am-2am
Note: Hours subject to change Fall 2011

Date Written/Revised: July 2011

Summary of Position: Must be a returning Access Services assistant. Staffs the Circulation desk during days, evenings and/or weekends. Provides customer service to users of general circulation during all library hours and Learning Commons services after business hours. May provide back up to office staff using specialized library system authorization. Assists library staff with training and directing assistants. Signs authorized users onto Learning Commons workstations.

Essential Functions:
• Check in and out library materials; create and edit patron records, and take fines.
• Checks in incoming consortia items via library system.
• Log valid affiliated users onto the Learning Commons stations.
• Shelve reserve and media items as they are checked in.
• Shelf read, shift crowded areas, and dust reserve collection.
• Temporary shelve front desk cart and take to temporary shelving room when cart is full.
• Assist patrons in the use of copiers, microform machines and compact shelving.
• Load paper and change toner in copiers and microform machines and troubleshoot basic problems.
• Load paper and change toner in Learning Commons printer if needed.
• Maintain the “Link” and reading room areas by picking up trash, straightening chairs and sofas.

Other back-up functions:
• Assists with shelving main collection.
• Assist with tallying and shelving loose and bound periodicals, and microform items.
• Assists with office tasks and pickup.
• Assist librarians with special short-term projects or library displays as needed.

Knowledge, Skills, and Abilities Desirable:
• Good interpersonal skills, especially the ability to communicate clearly and effectively.
• Customer service orientation; ability to interact tactfully and courteously with patrons.
• Comfortable approaching patrons who seem frustrated or uncertain.
• Keyboarding and computer literacy.
• Analytical thinking skills.
• Ability to handle uneven workflow and attention to detail.
• Dependability.
• Ability to work independently and as part of a team.
• Self-motivated.

7/28/2011
Position Title: Documents Processing Assistant II (LIBR-2)

Reports to: Cataloging Department Supervisor, trained by Documents Specialist

A student in this position will need to understand the nature of both Federal and State documents, have the ability to troubleshoot, solve issues, and determine when to refer issues to the Documents Specialist for action. In addition to their tasks, be able to train and direct other document student workers in tasks assigned. Upperclassman students established in the Documents or Cataloging unit will be considered first for this position.

Work Schedule: Set by the supervisor and student, generally between the hours of 8am to 5 pm, Monday through Friday

Date Written/Revised: May 2011

Summary of Position: Function as a Documents Processing Assistant and Lead Student

- Use OCLC Connexion software to retrieve accurate, appropriate records for materials in hand.
  - Student needs to understand several search techniques to retrieve records from the bibliographic utility, transfer them into Connexion, export out of Connexion and import them into SIMON to catalog.
- Catalog hard copy items (CD, paper, microform, DVD, video)
  - In addition to the general updating the Lead Student needs to understand Bibliographic Standards for various fields in the record that are specific to each material type they are cataloging. The material type code (05), the established location codes for each material type, and specific information that can vary for each material type in the item record as determined by Collins Memorial Library.
- Catalog Electronic access items
  - In addition to the general updating the Lead Student needs to understand Bibliographic Standards for various fields in the record that are specific to the electronic nature of the item (856, 006, 530, 500, 538, and 06 fields) and add or update these fields as appropriate. They also need to verify the authenticity of the electronic address and make use of a more appropriate address if necessary as per Collins Memorial Library policies.
- Train and direct Documents Processing Assistant(s) in any of the essential functions assigned to them as determined by the Documents Specialist.

Essential Functions:

- Be able to perform all essential functions of Documents Processing Assistant
- Train students in basic document skills or tasks
- Oversee students when requested
- Catalog items each month with Electronic access by adding and updating various fields, determine correct access note, verify URL accuracy, search when applicable for correct URL, update item information and locations appropriately.
- Determine correct record from Passport database, retrieve through Connexion, export into SIMON, and update records for items to add to on-line catalog
- Be familiar with all SIMON codes for both Federal and State documents

Knowledge, Skills, and Abilities:

- Knowledge of software applications including WORD, EXCEL, CONNEXION (OCLC utility program), SIMON (on-line catalog), Browsers, and GPO web page tools.
- Attention to detail, ability to work independently, follow instructions, ask questions when necessary.
- Ability to perform with accuracy repetitive and methodical tasks
- Eligible for work study.
Position Title: Acquisitions Assistant II (LIBR-2)

Reports to: Acquisitions Supervisor

Work Schedule: Work shifts must be during the week
Monday – Friday 8:00 a.m. – 5:00 p.m.
With a minimum two hour block of time highly recommended
For training purposes, a minimum of 30 hours must be worked within the first four weeks of starting in this position.
Workers must use at least 70% of their award per semester

Date Written/Revised: May 10, 2011

Summary of Position: Receives library materials such as books, videos and CD’s; Searches and retrieves bibliographic records from OCLC; Places library orders with vendors; Searches and updates database.

Essential Functions:
• Unpacks and receives invoices for books, videos, CD’s and other library materials on a daily basis
• Places orders with library vendors
• Cross-train student staff in essential functions

Other Functions:
• May Assist with mail room functions
• Will occasionally work in other departments such as Serials and Collection Development

Knowledge, Skills, and Abilities Desirable:
• Attention to details
• Ability to work independently
• Accuracy with complex data
• Able to work with complex data collection
• Previous experience as Acquisitions Assistant
University of Puget Sound
Collins Memorial Library
Serials Department

Position Title: Serials Assistant II (LIBR-2)

Reports to: Acquisitions Supervisor

Work Schedule: Monday – Friday 8:00 a.m. - 5:00 p.m.
Work shifts must be during the week
With a minimum two hour block of time per shift
For training purposes, a minimum of 30 hours must be worked within the first four weeks of starting in this position.
Workers must use at least 70% of their award per semester

Date Written/Revised: May 10, 2011

Summary of Position: Receives and records information on journals, newspapers and microform as they arrive; Discards newspapers and journals. Prepares journals for professional binding and shifts current journals to basement for long-term shelving.

Essential Functions:
• Receives and processes new journals, newspapers, microfilm and microfiche daily using our integrated library database catalog
• Discards newspapers and journals monthly
• Searches claims for late periodicals
• Delivers and sorts library mail
• Cross-train student staff in essential functions

Other Functions:
• Book repair and periodicals binding
• Will occasionally work in other departments such as Collection Development
• Enters journal usage statistics into JSTATS Access database
• Updates journal holdings online in Serials Solutions

Knowledge, Skills, and Abilities Desirable:
• Attention to details
• Ability to work independently
• Accuracy with complex data
• Able to work with complex data collection
• Previous experience as Serials Assistant
Position Title: Cataloging Processing Assistant II (LIBR-2)

Reports to: Cataloging Department Supervisor

Date Written/Revised: May 2011

Work Schedule: Set by the supervisor and student, generally between the hours of 8am to 5 pm, Monday through Friday

Summary of Position: This position is an advanced position for a continuing student who has worked in Cataloging for at least two years, to be filled by student who shows aptitude and understanding of the principles of exact copy cataloging. The student will assist when needed on quality-control of shelf-ready books received from the YBP vendor. The student will have a keen sense of the workflow in the Cataloging unit, an exceptional understanding of bibliographic control, database maintenance, and will assist first year students in the various tasks of processing. Additional training provided as needed. Note: Doing homework is not permitted during work time.

Functions as Cataloging Processing Assistant and Lead Student
- Train and direct Cataloging Processing Assistant(s) in any of the essential functions assigned to them as determined by the Cataloging Supervisor
- Student needs to understand several search techniques to retrieve records from the bibliographic utility, transfer them into Connexion, export out of Connexion and import them into SIMON to catalog
- In addition to the general updating the Lead Student needs to understand Bibliographic Standards for basic elements in the record.

Essential Functions:
- Be able to perform all essential functions of Cataloging Processing Assistant
- Train students in basic processing skills or tasks
- Oversee students when requested
- Determine correct record from Connexion cataloging utility, retrieve through Connexion, export into SIMON, and update records for items to add to bibliographic record
- Have the ability to troubleshoot, solve issues, and determine when to refer issues to the Cataloging Supervisor
- Work on short term projects using the database and other library tools as assigned by Supervisor
- Tally and box up discards for used book vendor
- Provide in-house binding and reinforcement of books, materials with inserts, music scores, and media items. Case bind as necessary

Knowledge, Skills, and Abilities:
- Knowledge of software applications including WORD, EXCEL, CONNEXION (OCLC utility program). SIMON (on-line catalog), Browsers
- Accuracy and attention to detail, ability to work independently; self-motivated, follow oral and written instructions, ask questions when necessary.
- Ability to perform with accuracy repetitive and methodical tasks
- Good communication skills
- Analytical thinking skills
- Experience and aptitude for working with computers, including word processing skills
- Eligible for work study

Other expectations:
- Students are expected to wear closed-toe footwear at all times. Due to the risk of foot injury from dropped books or other heavy items, flip-flops are not allowed.
• Students are expected to adhere to the Attendance and schedule action form regarding missed work shifts, absenteeism, and productivity
• Students must use at least 50% of their award per semester to be asked back
University of Puget Sound
Collins Memorial Library

Position Title: Security Assistant (LIBR-4)

Revised: July 2011

Summary of Position: Receives general supervision from the library staff night supervisor while providing security for library users, staff, materials, furniture, equipment, and premises; circulates throughout the public areas of the library to maintain an orderly atmosphere conducive to library study and enjoyment; and performs related duties as required.

Essential Functions:
- maintains a quiet atmosphere within the Library and immediately outside; deals with disruptive users;
- prevents theft and mutilation of library materials and facilities;
- enforces library rules and laws on library premises;
- assists in emergency situations;
- monitors entrance and departure of persons to guard against theft and maintain security of premises;
- write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences;
- gives directions; refers questions about library services to the appropriate library staff;
- patrols inside the building during open hours;
- checks restrooms and areas not open to the public;
- prevents unauthorized access to restricted areas;
- assists at closing time to assure that all users leave the premises; escorts staff to cars;
- surveys facilities for problems of security (including non-functioning light bulbs and vandalism) and hazardous conditions and reports them to library staff;
- monitors electronic security system;
- assists library staff as needed;
- communicates with campus security as necessary; call security in cases of emergency;
- maintains familiarity with standard operating procedures;
- maintain current first aid and CPR certification

Minimum Qualifications:
- Education/Experience: Any combination of education and experience that would likely provide the required knowledge and skill is qualifying.
- Education:
  o must be enrolled in good standing as a graduate of an undergraduate student at the University of Puget Sound
  o must maintain a G.P.A. of 2.0 or better
- Experience: One (1) year of experience as a security guard is desirable.
- Knowledge of: customer service techniques
- Ability to:
  o be courteous and respectful;
  o apply all rules equitably at all times while on duty;
  o analyze situations quickly and objectively;
  o determine and take emergency action as required; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
  o prepare accurate and grammatically correct written reports;
  o communicate effectively, both orally and in writing.

7/28/2011
• understand and carry out oral and written instructions;
• establish and maintain cooperative working relationships with Library and Security staff
• monitor/assess performance of yourself, other individuals, or organizations
• maintain composure, keep emotions in check, control anger and avoid aggressive behavior;
• accept criticism and deal calmly and effectively with high stress situations;
• offer opinions and direction
• stay honest and ethical
• On a continuous basis: Know and understand all aspects of the job; stand or walk around library facility for long periods of time; work indoors in a library environment and area surrounding the library; deal effectively with patrons
• Intermittently:
  • bend, twist, stoop, climb, and kneel while performing various duties;
  • see and read print; write and use keyboard to communicate;
  • review information related to library operations;
  • observe, identify and solve situations, taking appropriate corrective action; interpret and explain library policies and procedures;
  • may be exposed to dust