

Staley Library Student Employment

Position Title: Summer Student Assistant

Department: Staley Library

Supervisor: Librarians

Position Summary: To assist the library staff in the many functions of all departments during the summer months.

Position Responsibilities:

Charging and discharging library items, on the computer and manually.

Assisting patrons with:

- Catalog and periodical database searches.
- Interlibrary loan requests
- Use of photocopiers, microfilm readers, listening stations, and other machines.
- Directional questions and locating items within the library.
- Registration for a library account, or use of computers

Answering the library telephone:

- Answering appropriate questions such as library hours, policies on checking out items, and if the library owns a particular item.
- Transferring calls to appropriate library personnel or taking accurate messages as necessary.

Maintaining the reserve shelves:

- Typing loan period forms according to faculty specifications.
- Checking items in and out.
- Keeping the reserves shelves in good order.

Shelf (stack) maintenance:

- Shelve all library materials including books, scores, recordings, videos/DVDs, reference items, periodicals, bound periodicals, newspapers and microfilm.
- Picking up – clearing “Do not shelve...” carts, and collecting items left on tables and study carrels. Pick up periodicals and reshelves them, after taking usages statistics. Pick up stacks items to the circulation desk for reshelving.
- Shelf reading – seeing that the shelves are neat and in correct order.
- Reporting on stacks areas that need attention.

Assist in the collection of money for lost books and items for purchase.

Delivering mail to and picking up mail from the campus mail room when needed.

Assist with the opening and closing of the library when necessary.

Maintaining the Public Service photocopy machines and printers.

Assist with Interlibrary loan and periodical processing

Assisting with special projects as assigned.

Position Requirements:

- Work up to 40 hours per week, including some evening and weekend hours.
- Punctuality and reliability is essential, as is accuracy, courtesy, desire to be helpful.
- Willingness to learn new skills, comfort with using different computer databases.
- Some library knowledge and proficiency desirable (more will be learned).
- Comfort with varied pace; flexibility.