

- I. DEPARTMENT: University Libraries: Information Access Services, Acquisitions and Collection Development
- II. POSITION: Library Assistant II, Acquisitions Assistant
- III. CLASSIFICATION: Library Assistant II
- IV. NAME OF INCUMBENT:
- V. POSITION NUMBER: 001714

VI. JOB PURPOSE:

This position is one member of the team of faculty and staff in the Information Access Services Department. The person in this position may be cross trained to assist in multiple functions of the Department, works with most formats included in the University Libraries 'collections and assists with planning and implementing various collection analysis projects.. The key responsibilities of this position support the Libraries' acquisition's function and include ordering and processing invoices for firm orders and requests.

The specific duties, tasks, and responsibilities of this position are subject to change as technology advances and the needs and interests of the University Libraries, and the University of Memphis evolve over time.

VII. DUTIES AND RESPONSIBILITIES:

- A. Assumes duties in support of the acquisition's functions of the department.
 - 1. Orders and processes material by identifying appropriate vendors and creating purchase orders for complex materials, including out of print materials.
 - 2. Conducts searches in various bibliographic databases to verify and/or complete data on purchase requests, to eliminate duplication, and to load into the integrated library system (ILS).
 - 3. Processes invoices for payment using knowledge of university and library procedures for handling invoices and payments.
 - 4. Verifies and Loads URLs for e-book orders
 - 5. Creates brief original order records in the integrated library system following established library policy.
 - 6. Identifies and resolves subscription payment and other invoicing problems.
 - 7. Communicates with vendors regarding problems of non-receipt of orders or payment problems.
 - 8. Assists in opening, unpacking, and sorting daily mail and other packages, boxes, shipments, and deliveries.

9. Works with colleagues from cataloging and other areas to address and correct problems with item records in the library's online catalog.
 10. Assists with the processing of materials and the updating of online catalog records for items being removed from the Libraries' collections.
 11. Assists with preparing and maintaining documents and forms that support the Acquisitions and Collection Development unit.
 12. Compiles and reports appropriate statistics on various categories of work performed.
- B. Assists with general functions of the Acquisitions and Collection Development Unit, as needed.
1. Participates in managing incoming mail, including opening, unboxing, sorting mail, packages, and boxes.
 2. Receives or checks-in materials including periodicals, firm orders, and standing orders using appropriate integrated library system (ILS) functions.
 3. Assists with the serials renewal process, and the processing of serials invoices, using the appropriate automated software, (usually Ebsconet).
 4. Participates in maintaining the order, accuracy, and correct labeling of the shelves for periodicals, microform and newspapers.
 5. Supervises work of students, volunteers, or other staff assigned to support the Acquisitions and Collection Development Unit.
- C. Participates in department wide responsibilities, projects, and activities.
1. Maintains knowledge of library policies and procedures and computer skills through attendance at meetings of library and departmental staff and training classes.
 2. Serves as liaison for Information Access Services with other departments or branch libraries, as needed.
 3. Assists in training of new employees.
 4. Participates in individual and group meetings related to the work of the Department and/or the University Libraries.
 5. Compiles and submits statistical data or other reports, on established schedule or as requested, on all work performed, using departmental forms or submission mechanisms.
- D. Undertakes other duties as assigned.
1. Maintains proficiency in areas of expertise and responsibilities related to the duties of the position.
 2. Serves on library or university committees or task forces as assigned.
 3. Participates in training and professional development opportunities that will enhance their job skills and expertise.
 4. Assumes other duties as assigned by the employee's immediate supervisor, the department head, and/or the Executive Director of University Libraries.
- VIII. DIRECTION RECEIVED
Reports to the Acquisitions and Collection Development Librarian or their designee.
- IX. DIRECTION GIVEN
May supervise student assistants. May supervise and/or train other staff.

X. JOB SPECIFICATIONS

Requires a bachelor's degree and at least one year of appropriate work experience. An equivalent combination of education and experience would be two years of college and four years of relevant work experience.

XI. SPECIAL CONDITIONS

This is a full-time permanent position requiring a 37.5-hour work week. The schedule for this position is 8:00am to 4:30pm, Monday through Friday.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

1. Experience and comfort with using computers and computerized information systems in a work environment. Proficiency in Microsoft Word and Excel.
2. Ability to enter, query, and manipulate data in computer databases and software.
3. Ability to complete detailed work in a timely manner with a high degree of accuracy, work on multiple tasks, and meet established deadlines.
4. Ability to solve problems and to implement solutions in a timely and professional manner.
5. Strong interpersonal skills that will support establishing and maintaining productive working relationships with a diverse group of faculty, staff, coworkers, and external partners and to interact with them in a courteous and professional manner.
6. Ability to evaluate situations and make appropriate, mature decisions.
7. Ability to communicate effectively in oral and written forms.
8. Excellent customer service skills and the ability to assist library users with their information needs.
9. Ability to recognize the limitations of the authority of this position and to make appropriate referrals to another individual or higher authority.
10. Willingness to learn library goals, objectives, policies, and procedures as they apply to the Information Access Services Department.
11. Must be able to work independently as well as part of a team while meeting deadlines, completing work on established schedules, and asking for assistance, if needed, to prevent delays in accomplishing tasks.
12. Must have the ability to adapt to change and to learn new skills as the operations and needs of the library evolve.
13. Ability to supervise the work of others.
14. Previous library work experience including work with OCLC, and integrated library system, and library classifications schemes, is preferred.

WORKING CONDITIONS

The University Libraries is a technologically oriented academic research library which provides foundational service and support for the deployment, maintenance, use, and integration of emerging technologies of all types for the University Libraries' faculty, staff, and user communities. While performing the duties of this job, the employee is required to communicate with multiple constituents through written, digital, and auditory information either with or without accommodation. The employee must be able to independently navigate the campus and

University of Memphis
University Libraries, Position Description
001714

manipulate objects within the office space. Although not a primary function of the job, the employee may be required/asked to lift up to 50 lbs. Reasonable and appropriate accommodations may be requested.