Library Assistant

**Definition of Class**
Responsible for performing a range of basic library support services related to the acquisition, cataloging, circulation, stacks maintenance, and interlibrary loan of library materials. Performs a range of functions in support of general information and user assistance services. Reports to a librarian or senior staff.

**Examples of Work Performed**
Assists the public in using tools such as the online catalog, library database, and the Internet, as well as printed reference tools to identify needed information sources or library materials. Inform patrons about library policies and procedures.

Assists the public in locating and circulating library materials.

Performs bibliographic searches using appropriate electronic and print tools to support such functional units as acquisitions/serials, cataloging, governmental publications, interlibrary loans, reference, etc.

Performs routine operations using the OCLC database such as interlibrary loan, copy cataloging, and data entry.

Performs routine maintenance of the integrated library system (Innovative Interfaces, Inc.), including linking, transferring, deleting, and editing records.

Assigns and corrects location and collection codes as well as item type and status codes. Assigns local call numbers.

Performs very basic URL maintenance for existing bibliographic records based on vendor-provided URL information to facilitate access to electronic resources.

Performs data transfer of book orders from the local system to vendors; downloads MARC records for approval books from the local vendor into the local system.

Oversees initial processing of library materials; identifies items for security stripping, bar-coding, and special routing.

Processes library material replacement copies.

Formulates volume holdings per national USMARC Holdings Format.

Handles bindery collation for a unit or department.

Assists in the supervision of student employees, including hiring, training, scheduling, and evaluating them.
Assists in supervising a small library unit.

 Maintains equipment such as computer workstations, media and microform equipment, scanners, fax machines, and photocopiers.

 Collects numerical data for statistical reports.

 Performs similar or related duties as assigned or required.

 **Essential Functions**

 These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

 1. Perform effective bibliographic searches using print tools and various online systems such as library databases, OCLC, the integrated library system (III), etc.

 2. Effectively use productivity software such as word processing, spreadsheet, and other software packages to enter and compile data.

 3. Maintain accurate and detailed records.

 4. Provide customer service and work effectively in a team environment. Interact effectively with a diverse group of people.

 5. Execute written documents for various purposes, demonstrating excellent written and oral communication skills. Effectively use e-mail as a communication tool.

 6. Processes a variety of library materials.

 7. Use strong analytical and problem-solving skills effectively to perform assigned duties.

 **Minimum Qualifications**

 These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

 **Physical Requirements**: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

 **Physical Exertion**: The incumbent may be required to lift up to approximately 50 pounds.

 **Vision**: Requirements for this job include close vision.

 **Speaking/Hearing**: Ability to give and receive information through speaking and listening.

 **Motor Coordination**: While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. The incumbent is occasionally required to stand; and walk.

 **Experience/Educational Requirements**:

 **Education**:

 Graduation from a standard four-year high school or equivalent (GED).
Experience:
One (1) year of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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