Classification Specification: Library Associate

Classification Number: 18321  Pay Grade: 
Effective Date: April 14, 2014  Current Exemption Status: Nonexempt

Position Summary

Under general supervision, performs complex library activities on a regular basis (e.g. ordering materials, copy cataloging, some portion of original cataloging, assisting with collections, library instruction, etc) Serves as a resource person within a library unit on a specific area of expertise within the University Libraries. May provide functional supervision and assist with training student employees.

Essential/Primary Duties

– Serves as resource person and may provide daily reference service (e.g. access policies, acquisitions, bibliographic control, cataloging, collections, maintaining electronic resources, ordering, processing, serials or searching databases).

– May provide reference assistance and deliver library presentations, orientations and tours of collection

– May recommend new materials for addition to collection. Checks in materials and maintains records in library system. Creates item records, and prints call number and routing labels. Claims non-receipt of expected items. Maintains records of missing/lost materials and coordinates searches for these materials.

– Maintains access to electronic materials. Updates coverage dates and provider information.

– Orders and coordinates the preparation of materials for cataloging, performs bibliographic searches through online databases; creates, edits, matches and maintains bibliographic records. May serve as unit/department liaison with billing supervisor for fines and patron record issues.

– Performs copy cataloging and original cataloging as assigned (e.g. provides subject headings and classifications numbers for materials).

– Prepares materials for cataloging. Updates bibliographic records in integrated library system, including but not limited to: linking materials and barcoding. Coordinates maintenance of collections and processes new materials. Maintains, updates and withdraws materials in integrated library system.

– Processes manuscripts; prepares and updates finding aids.

– Maintains order records; generates financial reports; assigns payments to appropriate codes. Verifies invoices received and codes for payment. Maintains files of all invoices paid. Loads and checks invoice from vendor. Communicates with vendors regarding subscription and/or standing orders. Maintains statistics.

– Coordinates donations to unit; receives and records/calculates donations, submits gift information, handles donor correspondence, maintains donor files and statistics.

– May provide functional supervision and assist with training student employees.
Classification Specification: Library Associate

Experience and Education

Experience
- One year related experience required

Education
- High school diploma or GED required
- Must have and maintain a valid driver’s license and be insurable under the University’s insurance

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.
Classification Specification:  
Library Associate

Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to effectively communicate, verbally and written
— Detailed-oriented and highly accurate
— Ability to work in changing environment
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Ability to coordinate or lead others in accomplishing work activities
— Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
— Ability to access and maintain document imaging systems, including scanning and filing documents
— Ability to operate computers and peripheral equipment such as printers
— Ability to draft office correspondence

Supervisory Responsibility

Full-Time | Part-Time
---|---
None | None

Providing Direction

Full-Time | Part-Time
---|---
None | None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback. **Participates in training.**