

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 intergrated 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 intergrated 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.

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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.

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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

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

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