Library Assistant II

Job Code 00007098

General Description
Responsible for performing processing and public service duties under general direction from higher level library assistants, library specialists and/or librarians. The majority of work is performed in the context of established policies and procedures.

Examples of Duties
Search for books with a status as ‘missing’ in Millennium and update status as needed.
Process new e-journals.
Research activation notices received from vendors and completes registration/processing as needed.
Forward licensing and problem issues promptly to Electronic Resources Librarian.
Create and prepare full MARC copy and original cataloging for all monographic materials.
Correct records on OCLC for improved database functionality
Process incoming TCMC materials following unit procedures for textbooks.
Receive materials in online library system and check for duplicates.
Review library material requests received via online form, email, or via, catalogs or lists and check for duplicates.
Search requests in vendors’ online systems for stock availability and order items.
Order collection materials with p-card and reconcile p-card statements.
Oversee graduate student study room reservations and checkout.
Assist patron to locate books, help them use the online catalog and direct them to appropriate personnel for help with reference questions.
Check out and return materials using the integrated library system.
Curate the Newspaper and Microforms Collections, physically processing items and contacting acquisitions as needed.

Knowledge, Skills, and Abilities
Knowledge of: Relevant integrated library system modules such as cataloging, acquisitions, circulation and online catalog; University and state purchasing rules and regulations.

Skill in: Research; Oral, written, and interpersonal communication; customer service; Using computer software applications – including but not limited to: MS Word, MS Excel, MS Outlook, Internet browsers; and basic desktop and internet applications.

Ability to: Read and interpret instructions and data correctly; Work as an effective team member; Interact effectively with patrons, colleagues, and/or vendors; Work under pressure and handle multiple tasks in a fast-paced environment; Prioritize workload in accordance with supervisor and team expectations; Analyze, synthesize, and organize information; Analyze workflow procedures and make adjustments accordingly; Consider available options and
choose the best solution within established guidelines; Learn and apply knowledge gained from staff development activities such as: workshops, continuing education, etc.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**