



LIBRARY ASSISTANT 1 – ACQUISITIONS

JOB DESCRIPTION

Department: Collections	Benefits See <i>Leave Policy</i> .
Division:	Time: General minimum of 10 hours per week and maximum of 999 hours per year, as determined by Library needs.
Job Type: Non-Civil Service	FLSA Status: Non-Exempt
Reports To: Collections Manager	Pay Grade: 23-H

JOB SUMMARY

The Library Assistant 1 – Acquisitions receives and physically prepares Library materials in all formats for use in the collection; assists with the distribution of Library’s daily mail and packages; and processes, claims, and maintains subscriptions for the Library’s magazine collection. Physical preparation includes application of covers, labels, security, and other physical packaging components, and may include entry and editing of information into the Library catalog. Physical processing also includes mending and repair of damaged materials. Duties are carried out under specific procedural guidelines. The Library Assistant 1 – Acquisitions reports to the Collections Manager.

ESSENTIAL FUNCTIONS

- Processes materials by applying covers, typing and affixing labels, applying theft detection, etc.
- Mends and repairs Library materials and packaging in all formats.
- Enters and edits data into the Library catalog.
- Receives Library materials and verifies invoices.
- Processes, claims, and maintains subscription files for the Library’s magazine collection.
- Participates in collection maintenance as assigned.
- Inventories collection.
- Monitors inventory of processing supplies and requests restocking as necessary.
- Participates in creating recommendations for the physical preparation of new formats.
- Participates in Library-wide committees and activities.
- Performs other duties as assigned.

JOB REQUIREMENTS

Education & Experience

- High school diploma or equivalent required.
- One year continuous, successful work experience required.
- Satisfactory completion of Acquisitions processing exam required.
- Library experience preferred.

Knowledge of

- General office and clerical procedures required.
- Basic word processing and spreadsheet software desired.
- Polaris ILS desired.

Skills

- Accurate keyboarding.
- Exceptional attention to detail and neatness.
- Dependability and honesty.
- Physical strength to lift 40 lbs. and push heavy book trucks.
- Manual dexterity to perform assigned tasks.

Ability to

- Work independently without close supervision.
- Understand and follow detailed oral and written instructions.
- Learn and follow all relevant Library policies and procedures.
- Learn routine tasks and perform them repetitively and efficiently.
- Learn daily cash accounting procedures.
- Complete work with speed and accuracy.
- Write neatly, legibly, and accurately in small spaces.
- Work in a team atmosphere in a consistently cooperative manner.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Collections team members and other Library staff.
- Occasional contact with patrons.

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work will occur primarily at The Urbana Free Library and specifically in the Acquisitions workroom.
- Typical work schedule is daytime, weekday hours, but schedule must be flexible to accommodate peak processing hours.

Physical Requirements: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Lifting: Physical strength and agility sufficient to push loaded book trucks, to lift and carry up to 40 pounds, to access high and low shelves. May be required to climb or balance, stoop, kneel, crouch or crawl.

Manual dexterity: Perform repetitive tasks quickly, neatly, and accurately.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.

Hearing: Hear in the normal audio range with or without correction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: May 2023