MEDICAL CENTER LIBRARIES AND TECHNOLOGIES (MCL&T)

INCUMBENT’S NAME: [position is vacant]  DATE: February 2016

FUNCTIONAL TITLE: Basil G. Bibby Library Assistant  STATUS: Part-time

CLASSIFICATION TITLE: Library Assistant IV  DAYS OF EFFORT: 5

POSITION CODE: 0513  PAY GRADE: 08

POSITION SUMMARY STATEMENT

This position supports our branch library in the Eastman Institute for Oral Health (Basil G. Bibby Library)

The Library Assistant (LA) must be comfortable and conversant with technology, be willing and able to speak in public, and possess people skills and a commitment to lifelong learning, as the profession and the expertise necessary for success are constantly changing.

This position is characterized by the performance of a variety of duties in the field of information science, information technology, and knowledge management. Work requires familiarity with technology for the purpose of organizing, retrieving, and interacting with information in a work environment that can be fast paced, high volume, and demanding.

Duties include providing and suggesting appropriate items to customers from the library's physical or digital collections, supplying basic IT assistance, and assisting with the education and research activities of students and faculty. Work requires independent judgment and decision making within general guidelines. The LA exhibits professionalism, respect, initiative, and personal accountability. The LA is responsible for all aspects of branch library daily operations, including circulation, collection maintenance, document provision, and materials processing services; and maintenance of library collections, equipment, and facilities.

I CARE

Every member of our team is required to make a personal commitment to service excellence. Staff are expected to embrace the “I CARE” commitment and make it central in their work lives each and every day.

DUTIES and RESPONSIBILITIES

1. Administration and Management (E=15%)

   Maintenance of Facilities/Equipment
   - Oversees service and maintenance of library facilities and equipment including printers, computer workstations, scanner, fax machine, and photocopier.
   - Orders supplies
   - Balances cash box, makes deposits as necessary, and maintains cash account
• Collects and deposits cash from coffee service. Maintains coffee service spreadsheet. Orders coffee supplies as needed.

Planning and Policy Development
• Helps gather information on users’ teaching, learning, and research needs.
• Coordinates gathering and compilation of usage statistics.
• Writes procedures for all activities performed.
• Prepsares materials to market library resources and services.

Mandatory Training
• Satisfactorily completes and maintains mandatory training requirements for both institutions.

2. Circulation (E=10%)
   • Responsible for check-outs, check-ins, overdue notices, and collection of fines.

3. Reference and Educational Services (E=30%)
   • Orients new faculty, staff, residents, and students to resources and services.
   • Provides reference assistance including directional, ready-reference, and research assistance in consultation with the librarian.
   • Assists patrons in the use of electronic resources, such as PubMed, the online learning system(s) and catalog.
   • Coordinates electronic reserve service. Scans and deposits materials in online learning system.
   • Assists patrons in use of equipment including the photocopier, computer workstations, and scanner.
   • Assists new residents and students with Active Directory accounts. Works with Miner Computing Center staff, Bibby Librarian and EIOH staff to troubleshoot and resolve issues related to e-mail and Blackboard accounts.

4. Web Services (E-5%)
   • Works with librarians to develop and maintain library websites.
   • Contributes to Bibby Library social media presence.

5. Collection Management (E=25%)

   Preservation/Repair
   • Identifies items needing repair.
   • Performs minor repairs on books/journal volumes as necessary.

   Cataloging and Inventory
   • Performs basic cataloging functions, including updating records in Voyager online catalog, adding item records, and correcting errors, consulting with Miner Collection Management staff, as needed.
   • Participates in collection inventory.
   • Compiles reports related to missing materials.
   • Reshelves library materials and conducts shelf reading.
   • Provides input for weeding the collection.
   • Plans and conducts shifts of materials.
Books and Journals

• Processes new journals and books received via Miner Library.
• Prepares duplicate exchange lists.
• Prepares journals for binding and processes bound journals.
• Coordinates current awareness services.

Archives

• Under direction of the librarians collects, preserves and organizes materials in archival collections.
• Responds to requests for information from the archives.
• Assists in the development of the historical collections within UR Research and ContentDM, including scanning items for inclusion, uploading files, and creating metadata for each item.

6. Document Provision Services (E=10%)

• Processes interlibrary loan requests received through OCLC and DOCLINE.
• Manages ILL billing and the Electronic Fund Transfer System.
• Keeps interlibrary loan statistics for items requested and filled.

7. Other (NE=5%)

• Attends department, committee, and general staff meetings.
• Creates topical/timely bulletin board displays.
• Sorts and delivers mail.

SUPERVISION RECEIVED

This position reports to: Bibby Librarian

SUPERVISION EXERCISED

This position has no supervisory responsibilities.

MACHINES AND EQUIPMENT USED

• Computer and peripherals
• iPad
• Printer
• Scanner
• Fax
• Telephone
• Photocopier

QUALIFICATIONS

Essential personal characteristics: Flexibility, initiative, creativity, and the ability and willingness to work cooperatively in an evolving technological environment. A commitment to excellent customer service and the ability to interact positively with a wide constituency, including faculty, clinicians, students, staff, patients and families, and members of the public. Good communication and organizational skills are required. Continuous learning is essential. The library’s mission has a strong service orientation and staff are expected to advance that goal.

Minimum Acceptable Qualifications: Two years post high school education and 3-4 years of work experience; or an equivalent combination of education and experience. Demonstrated ability to work
with limited direction. Ability to interpret a variety of instructions and to work accurately. A basic knowledge of computers and programs such as Microsoft Word, Excel, and Outlook is needed to troubleshoot IT issues at the desk.

**Highly Desirable Qualifications:** Experience with ILLiad. College degree. Previous library experience.

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**E** = primary responsibilities  
**NE** = secondary responsibilities

*This document describes typical duties and responsibilities and is not intended to limit management from assigning other work, either within this service area or another, as required.*

Revised 02/16 (SA)