

## **User Services Library Associate Archives**

### **General Description**

Acquires, provides technical expertise in the arrangement, description, and preservation and makes available the records necessary for understanding the history and development of Sam Houston State University. Uses technology to enhance the services and resources.

### **Planning**

Develop and annually update the department's goals, objectives and activities indicating the priorities and major concerns to be addressed in consultation with Special Collections Librarian.

Develop policies and procedures for the effective operation of the department, based on best practices, in collaboration with the Special Collections Librarian.

### **Records Retention**

In cooperation with the university's records management officer (currently the Director of Library Services) and the Texas State Library and Archives carry out the records retention/disposition schedules for departments and divisions of the university.

Using the records retention schedule, administrative, historical criteria, a survey of the university offices and the library's current records inventory develop an inventory of records to be maintained.

Locate and arrange for transfer to the archives university records of permanent archival value; assist offices in disposing of records identified for destruction in the records disposition schedules.

### **Collection Development**

Helps determine the scope and characteristics for the materials to be collected in order to document the history, functions and activities of the university, its colleges, departments, divisions, faculty, staff and students (remaining mindful of the University's record retention schedule). This includes developing a written collection policy outlining priorities and exclusions in consultation with the Special Collections Librarian.

### **Arrangement Description and Preservation**

Collaboration with the Special Collections Librarian, Technical Services, and Digital Resources to establish best practices.

Develops an inventory of materials received; keep necessary records for documentation.

Determine for each group of materials the proper order of arrangement according to a plan that is logical, informative, and conforms to archival principles.

Organize materials physically according to an individualized plan, including proper ordering and placement of materials.

Provide basic preservation services for the materials, including surface cleaning, placement in acid-free folders, boxes or appropriate containers, and general attention to the proper care, handling, and storage of materials.

Identify materials requiring special preservation treatment; consult with Special Collections Librarian and Technical Services staff members to arrange for the work to be done.

Identify and prioritize material suitable for digitation; collaborating with the Special Collections Librarian and the Digital Resources Librarian.

In collaboration with the Metadata Librarian, Digital Resources Librarian and the Special Collections Librarian identify metadata standards for University archival digital collections; create metadata for organizing and accessing digital collections from University Archives.

Compose narrative finding aids for each collection, including description of scope and contents of the papers, provenance, and listing of boxes/folders/items in the collection. Develop finding aids using Archon.

With the help of the Head of Cataloging develop and adapt appropriate cataloging procedures for the various records, publications, and manuscript collections. The materials will be cataloged by the staff of the Catalog Department.

### **Reference Services**

Assists with outreach programs to alumni, students, campus organizations, and the public.

Provide full reference services for the department during established public hours and by appointment.

Consult with users to help identify material and needed information.

Assist researchers in using the online catalog, finding aids and guides to archives and special collections.

Retrieve materials for the closed stacks on request.

Develop and maintain records on use of the collections, including correspondence regarding the collections. Reports usage annually to the Director of Library Services and the Special Collections Librarian.

Supervise the users to ensure proper handling and the security of materials.  
Provide assistance in Special Collections when both the Head of Special Collections and the Library Assistant II are not available.

**Supervises**

Trains and supervises student assistants and Librarian Assistant II (half-time in University Archives)

Reports to: Special Collections & Archives Librarian

**NEWTON GRESHAM LIBRARY**  
**CLASSIFIED STAFF JOB DESCRIPTIONS**

Job Title: Cataloging Assistant  
Class Title: Library Assistant II  
Reports To: Head of Cataloging  
Supervises: Student Assistants

**SUMMARY:**

Performs copy cataloging of newly-acquired materials in various formats, provides quality control for bibliographic records of materials, and edits and updates database records as needed.

**DUTIES:**

- Searches for, retrieves, and edits bibliographic records from OCLC and other bibliographic databases; assures records accurately represent the library materials
- Electronically transfers edited bibliographic records into the library's bibliographic database system, applying local system and cataloging conventions
- Batch edits files with multiple records using MarcEdit
- Removes records and items from library's bibliographic database system
- Performs physical processing for all materials, including affixing labels, stamping, and stripping.
- Demonstrate ability to modify bibliographic report templates. Reads and understands report logs for bib load reports.
- Uses database maintenance reports to identify and correct problems. Participates in projects aimed at improving the accuracy and quality of the local database.
- Trains and supervises student assistants. Interviews student assistant job applicants and makes hiring recommendations.
- Recommends and helps formulate unit processes, workflow and procedures with the Head of Cataloging.
- Communicates effectively with coworkers, students, and supervisors, other units, and departments, in order to offer high quality output and efficient workflow.
- Keep statistics of work activities as required for unit reports.
- Other tasks/duties as assigned.

**KNOWLEDGE/SKILLS:**

- Detail-oriented
- Ability to effectively select, train and supervise student assistants.
- Ability to learn quickly and apply knowledge to specific situations
- Strong organizational, interpersonal, and written communication skills
- Ability to work independently and collaboratively
- Analytical, organizational, and problem solving skills
- Ability to learn new software quickly

**DESIRED QUALIFICATIONS:**

- Library cataloging experience or familiarity with cataloging tools and standards
- Experience using an integrated library system
- Ability to implement new technologies

Library Assistant II  
Interlibrary Lending and Copy Services/Microforms  
Lending  
Position Description

**Department:** Interlibrary Services and Copy Services/Microforms  
**Supervised by:** Interlibrary Services Librarian  
**Supervises:** Student Assistants  
**Work Schedule:** 8:00 a.m. – 5:00 p.m., Monday-Friday; may require some nights and/or weekend hours.

**Educational and Experience Requirements**

High school graduate or G.E.D. equivalent. Minimum of two (2) years relevant clerical experience; library experience would be helpful. Or a combination of education, experience and training that would produce the required knowledge and abilities

**Duties and Responsibilities**

Administrative

- Oversee lending activities of Interlibrary Services. Assess daily work flow; assign tasks; set standards for priority and quality of work; resolve problems.
- Select, interview, train, schedule, and evaluate student assistants.
- Develop, maintain, and update training and procedures manuals and materials related to Interlibrary Lending and Copy Services/Microforms.
- Contribute to policy development and decision-making for Interlibrary Services and Copy Services/Microforms.
- Implement and explain as needed Interlibrary Lending and Copy Services/Microforms policies and procedures.
- Monitor charges to borrowing libraries and send notices/invoices to libraries with overdue items or charges incurred for borrowed materials.
- Respond to inquiries and resolve issues concerning fines, fees, or due dates related to items lent from Newton Gresham Library.
- Maintain appropriate records and statistics. Collect statistical data for routine and special purposes. Submit monthly statistics to appropriate personnel.

Administrative (continued)

- Make lending decisions based on requestor and condition/status of requested material. Refer unresolved lending questions to the Interlibrary Services Librarian.
- Count and reconcile money taken in through Copy Services. Prepare daily money bags and daily deposits. Daily deposit includes money taken from copy machine and microform machine coin boxes.
- Monitor and assure adequate amount of supplies for Interlibrary Lending and Copy Services/Microforms functions.
- Keep up with incoming interdepartmental invoices for poster prints and other jobs done in Copy Services for other departments across campus, including interdepartmental invoices for copying done by or for LEMIT (Bill Blackwood Law Enforcement Management Institute of Texas) participants.
- Process payments received from interdepartmental invoices and keep track of proper credit to Library accounts.

Technical

- Use and train students to use interlibrary loan lending requests, the OCLC WorldShare system, ILLiad, Odyssey, Article Exchange, and other appropriate systems or programs to process interlibrary loan lending requests
- Use and train student assistants to use, the Library catalog, OCLC WorldShare system, ILLiad and Odyssey, Article Exchange programs, scanner, fax, and email to support Lending and Copy Services functions.
- Use and train student assistants to use, copy machines, microform reader/printers, and various computer applications related to providing copies for local patrons.
- Use and train student assistants to use, cash register, fax machine, lamination machine, and other equipment related to copy services functions.

Technical (continued)

- Process as needed, and train student assistants to process, outgoing mail and incoming items related to interlibrary lending including USPS, TEXpress courier and other carriers as needed.
- Participate in training related to upgrades or new releases of software, or migration to different programs or systems used to perform Interlibrary Lending and Copy Services/Microforms tasks.
- Handle routine maintenance and initial troubleshooting related to machines and software used in performing Interlibrary Services and Copy Services/Microforms tasks. Report problems to appropriate technical support personnel, and work with technicians as needed to resolve problems.

Other

- Participate in cross-training related to Interlibrary Borrowing function.
- Assist when needed or as appropriate with Interlibrary Borrowing Functions.
- Perform other duties as assigned or needed to assure that functions and services are maintained.

## LIBRARY ASSOCIATE - CIRCULATION SUPERVISOR

### JOB DESCRIPTION

The person in this position reports directly to the Head of Access Services. Responsibilities include, but are not limited to:

- Possessing knowledge and understanding of Sirsi Workflows.
- Supervising and performing quality control checks on activities of all staff in Circulation.
- Interviewing, hiring and training Circulation staff as part of a committee
- Interviewing, hiring, and training Access Services student assistants with the Stacks Maintenance Supervisor.
- Supervising Circulation student assistants directly or delegating supervision appropriately.
- Developing schedules to insure that there is appropriate staffing for all hours of operation
- Providing back-up for all Access Services staff positions
  - Billing
  - Reserves
  - Stacks Maintenance
  - Holds
  - Circulation Desk
- Verifying and approving time sheets for all Access Services staff.
- Verifying and approving time sheets for all Access Services student assistants
- Verifying accuracy of monetary transactions
- Providing correction and/or retraining when necessary for staff and student assistants.
- Auditing Circulation operations by means of appropriate reports and audits.
- Assessing and mediating patron problems and inquiries
- Initiating, when necessary, emergency procedures.
- Providing information and reports to the Head of Access Services when requested or needed.
- With all other Access Services staff is responsible for building security.
- Filling in for Access Services staff members for opening and closing.
- Staying late when necessary.
- Identifying projects for staff members and student assistants in consultation with Head of Access Services
- Making the Head of Access Services aware of problems and consulting about solutions.
- Keeping the Head of Access Services apprised of activity in Access Services.

In addition, the Circulation Supervisor is on a rotation schedule with other Access Services staff and is required to work assigned Saturdays. Some evenings and nights may be required.