

Job Descriptions

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Head of Collection and Resource Management

RESPONSIBLE TO: Dean of Libraries

SUPERVISION OF: 1 Head of Monographic Cataloging 1.0 EFT
1 Acquisitions Assistant 1.0 EFT
1 Periodicals Assistant 1.0 EFT
1 Reserves/InterLibrary Loan Assistant 1.0 EFT

The primary responsibility of the Head of Collection and Resource Management is to ensure the efficient operation of the Collection and Resource Management department. Working with the Dean and Library staff, the Head of Collection and Resource Management plans, develops, coordinates, and implements all activities related to purchasing, receiving, cataloging, processing and otherwise making available for use all formats of materials acquired by the Clayton State University Library. The Head of Collection and Resource Management supervises the functional areas of InterLibrary Loan (ILL) and Reserves providing students and faculty access to resources that are not currently held by the Clayton State Library.

The Head of Collection and Resource Management serves as the System Administrator for the Library's Integrated Library System (ILS) This position is also responsible for the management of individually purchase electronic resources.

In meeting these responsibilities the Head of Collection and Resource Management:

1. Supervises, directs and coordinates Collection and Resource Management staff members, including 4 EFT staff positions and 1 EFT librarian position. Possesses ultimate responsibility for hiring, training, and evaluating all Collection and Resource Management staff members. Implements policies and procedures to retain a trained, prepared staff.
2. Implements ILS software and enhancements and communicates changes to staff. Oversees patron loads. Manages and updates ILS settings including the ILS calendar, locations, operator and user profiles, and the circulation matrix. Prepares reports as needed by the Library staff. Serves as the primary contact between the Clayton State Library and the GIL Service Site Staff.
3. Manages and monitors the Library's materials budget. Supervises the acquisition of all library materials as well as periodical and serial control activities. Selects vendors; monitors their performance. Oversees maintenance of all Collection and Resource Management files and records and prepares monthly and annual reports for the Dean of Libraries.
4. Manages electronic resources including electronic books and individual electronic journal subscriptions insuring that these resources are available through the Library's online catalog and other discovery tools as appropriate. Communicates with vendors to establish and maintain continued access to individual electronic resources. Maintains records of license agreements, access methods and other details related to each electronic title.

5. Analyzes and describes library materials including books, serials, audio visual materials, and periodicals to provide access through the Library's online catalog. Edits, enhances, and upgrades OCLC national union catalog records as needed. Enters new bibliographic records into OCLC for materials for which no OCLC copy is found.
6. Supervises the functional areas of InterLibrary Loan (ILL) and Reserves insuring that copyright laws are upheld, participation in resource sharing is effective, and specific materials needed for instruction are available.
7. Supervises the management of the Periodical Collection including monitoring space needed to house the collection and preservation of the resources.
8. Develops and maintains acquisitions, cataloging, interlibrary loan, reserves, serials, and processing/preservation policies for the Clayton State University Library.
9. Oversees procedures that maintain the integrity of the Clayton State University Library's online catalog and preserve the collections of the Library.
10. Participates in the Library Liaison program to provide better communication between the Library and the Clayton State Faculty.
11. Recommends to the Director new programs, policies and procedures to improve library service to the Clayton State community.
12. Participates in the disaster preparedness and preservation programs of the Library.
13. Performs other duties that may be assigned to carry out and expand the Library program.

Qualifications:

Requires a Master's degree from an ALA accredited library school and a minimum of 5 years library experience at the professional level including experience with OCLC, the Library of Congress Classification System and Subject Headings and advanced knowledge of AACR2 cataloging rules. Preferred qualifications include supervisory experience, familiarity with automated systems, knowledge of acquisition practices and excellent oral and written communication skills.

Head of Monographic Cataloging

TITLE: Head of Monographic Cataloging

RESPONSIBLE TO: Head of Collection and Resource Management

SUPERVISION OF: 1 Catalog Assistant 1.0 EFT
1 Student Assistant <.5 EFT

The primary responsibility of the Head of Monographic Cataloging is to ensure that monographic titles acquired by the Clayton State Library are cataloged and processed in a timely manner while maintaining a high standard for complete and accurate records. In consultation with the Head of Collection and Resource Management, the Head of Monographic Cataloging plans, develops, coordinates, and implements all activities related to monographic cataloging, database management and materials processing.

In meeting these responsibilities the Head of Monographic Cataloging:

1. Supervises, 1 EFT staff position and 1 part time student assistant position. Is responsible for hiring, training, and evaluating individuals in these two positions. Implements policies and procedures to retain trained, prepared staff members.
2. Manages the functional areas of Monographic Cataloging and Database Management. Including:
 - Developing and documenting Cataloging policies and procedures.
 - Training Library staff members in all areas involving cataloging
 - Coordinating authority control and record maintenance assuring that departmental and national quality standards are met.
 - Developing and documenting policies and procedures for database management activities that ensure the integrity of the Library's catalog.
 - Developing, implementing, and supervising database cleanup and enhancement projects.
 - Serving as a resource person in cataloging and authority control.
3. Analyzes and describes music scores, audio-visual materials, foreign language materials, archival materials and other complicated materials to provide access through the Library's on-line catalog.
4. Assists in implementing integrated Library system software and enhancements and helps communicate changes to staff.
5. Plans and implements special projects including any staff training that may be involved.

6. Participates in the Library Liaison program to provide better communication between the Library and the Clayton State Faculty.
7. Assists the Head of Collection and Resource Management in formulating other departmental policies and procedures. Acts as head of the department in the absence of the department head.
8. Cooperates as a team member in Collection and Resource Management by recommending new policies, procedures, and services that may improve the operation of the department.
9. Performs other duties as may be assigned to carry out and expand the Library program.

Qualifications:

Requires a Master's degree from an ALA accredited library school and a minimum of two years of cataloging experience at the professional level including experience with OCLC, the Library of Congress Classification System and Subject Headings and advanced knowledge of AACR2 cataloging rules. Preferred qualifications include: supervisory experience; experience cataloging complicated materials and some knowledge of a foreign language; familiarity with automated systems including experience with database management.

Acquisitions Assistant

RESPONSIBLE TO: Head of Collection and Resource Management

The Acquisitions Assistant has primary responsibility for ordering and receiving all new Library materials, with the exception of periodicals, as well as maintaining the accounting records relating to these activities. This position assists in managing and monitoring the Library's materials budget.

In meeting these responsibilities the Acquisitions Assistant:

1. Manages the functional areas of Materials Purchasing and Materials Receiving. Including:
 - Receiving purchase requests from liaison librarians and working with the librarians to ensure that the correct titles are purchased.
 - Checking against the Library's on-line catalog to prevent duplication of items. Verifying the accuracy of information on the purchase requests. Reformatting and processing the requests using automated systems and print sources.
 - Maintaining accurate records of materials ordered and received and of expenditures for materials so that these expenditures can be assigned to the appropriate fund accounts.
 - Judiciously using the Visa P-Card issued for the purpose of purchasing library materials including reviewing statements and processing the statements with the Works software.
 - Preparing invoices for payment by the Clayton State University Business Office.
 - Working closely with the Business Office and vendors to resolve any discrepancies.
 - Completing check-in process for materials received and returning items which are found to be defective or were sent in error
 - Working closely with vendors to maintain current information for files.
2. Cooperates as a team member in Collection and Resource Management by recommending new policies, procedures, and services that may improve the operation of the department.
3. Performs other duties as may be assigned to carry out and expand the Library program.

Qualifications:

Requires a Bachelor's degree and accurate keyboarding skills. Some Library experience preferred. Experience with Windows 2005 (or later versions) essential. Additional preferred qualifications include college major in business or accounting, familiarity with Microsoft Office products, good English and interpretive skills, and the ability to handle a multitude of details accurately.

Catalog Assistant

RESPONSIBLE TO: Head of Monographic Cataloging

The Catalog Assistant is primarily responsible for providing on-line catalog records and processing Library materials. This position assists in maintaining the integrity of the Library database, enhances existing on-line bibliographic records to allow for more effective searching by patrons and repairs damaged Library materials.

In meeting these responsibilities the Catalog Assistant:

1. Searches on OCLC for bibliographic records which match Library materials and analyzes and describes those monographs having Library of Congress cataloging copy and monographs with member input cataloging copy in order to provide access through the Library's online catalog.
2. Creates item records in the on-line catalog for newly cataloged materials, including such information as copy number, volume number, price, location codes, and circulation codes.
3. Manages the functional areas of Processing and Repair of Library materials. Including:
 - Manipulating label making softwares to produce labels for Library materials.
 - Making library materials shelf ready by: affixing labels; applying protective covers for book jackets and paperback books; applying property stamps, theft deterrent devices, and card pockets. Performing specialized processing required by audio-visual materials and music scores.
 - Reviewing the work of volunteers or students who carry out routine processing activities.
 - Repairing damaged Library materials by: replacing damaged spines, replacing torn end-sheets, inserting loose sheets, and repairing torn pages.
 - Processing as withdrawn all items withdrawn from the collection, preparing a list of these titles, and packaging the items in preparation for transfer to Plant Operations.
4. Manages and cares for Department supplies, monitoring supply levels and ordering additional supplies when needed.
5. Notifies faculty members regarding availability of new titles that they requested.
6. Responds to rush processing requests from faculty and students.
7. Cooperates as a team member in Collection and Resource Management by recommending new policies, procedures, and services that may improve the operation of the department.
8. Performs other duties as may be assigned to carry out and expand the Library program.

Qualifications:

Requires a Bachelor's degree and accurate keyboarding skills. Some Library experience preferred. Experience with Windows 2005 (or later versions) essential. Manual dexterity required. Additional preferred qualifications include familiarity with Microsoft Office products, good English and interpretive skills, and the ability to handle a multitude of details accurately.

Periodicals Assistant

RESPONSIBLE TO: Head of Collection and Resource Management

The Periodicals Assistant has primary responsibility for periodical control activities, including receiving and processing all periodicals, whether in print or in microform, and maintaining all files relating to periodical titles.

In meeting these responsibilities the Periodicals Assistant:

1. Manages the functional areas of Periodicals Control and Binding. Including:
 - Receiving and processing all periodicals in print and micro formats while maintaining all records relating to receipt of periodicals.
 - Working closely with bindery and periodical vendors to ensure that our requirements are met.
 - Placing orders for new periodical subscriptions.
 - Preparing material for the bindery using a web-based interface. Creating an on-line at-bindery list available on the Library's Web site. Checking in returned bindery volumes and adding these volumes to the on-line catalog. Processing the material for the shelf.
 - Claiming missing issues through a web-based interface and monitoring vendor fulfillment of claims
 - Identifying gaps in periodical holdings; contacting commercial vendors and responding to gift and exchange lists from state and local agencies to fill in these missing issues.
 - Maintaining periodical and newspaper shelves, including preparation of dummies for "see" and "see also" references resulting from title changes, etc.
2. Adds serial volumes to the on-line catalog by updating mfhd records and creating item records.
3. Sorts and distributes incoming and outgoing mail for all Library staff.
4. Cooperates as a team member in Collection and Resource Management by recommending new policies, procedures, and services that may improve the operation of the department.
5. Performs other duties as may be assigned to carry out and expand the Library program.

Qualifications:

Requires a Bachelor's degree and accurate keyboarding skills. Some Library experience preferred. Experience with Windows 2005 (or later versions) essential. Ability to reach high and low shelves with the aid of a step stool required. Additional preferred qualifications include familiarity with Microsoft Office products, good English and interpretive skills, and the ability to handle a multitude of details accurately.

Reserves/InterLibrary Loan Assistant

RESPONSIBLE TO: Head of Collection and Resource Management

The Reserves/InterLibrary Loan Assistant has primary responsibility for handling all phases of Reserves and Interlibrary loans including receiving and processing all reserve materials and interlibrary loan requests, maintaining all files and records related to reserves and interlibrary loan, and interacts with faculty and students to fulfill reserves and interlibrary loan functions. In addition, this position is assigned projects and duties that are vital to the mission of the Collection and Resource Management Department.

In meeting these responsibilities the Reserves/InterLibrary Loan Assistant:

1. Manages the functional area of Reserves. Including:
 - Adding and removing materials from the Reserves Collection including updating the Voyager system.
 - Maintaining the Reserves shelving area.
 - Providing assistance to faculty members using the reserves Service. Observing copyright regulations.
2. Manages the functional area of InterLibrary Loan. Including:
 - Processing requests from Clayton State faculty and students for loans from other libraries as well as requests from other libraries for the loan of Clayton State materials.
 - Maintaining accurate records of InterLibrary Loan activity.
 - Collecting fines, removing holds and interacting with users as needed. Observing copyright regulations.
3. Assists with Collection and Resource Management projects and assignments as time permits. These assignments may include work with periodical holdings, added volume processing and copy cataloging.
4. Works assigned hours at the Reference Desk.
5. Cooperates as a team member in Collection and Resource Management by recommending new policies, procedures, and services that may improve the operation of the department.
6. Performs other duties as may be assigned to carry out and expand the Library program.

Qualifications:

Requires a Bachelor's degree and accurate keyboarding skills. Some Library experience preferred. Experience with Windows 2005 (or later versions) essential. Ability to reach high and low shelves with the aid of a step stool required. Additional preferred qualifications include familiarity with Microsoft Office products, good English and interpretive skills, and the ability to handle a multitude of details accurately.