



## JOB INFORMATION

<i>Job Code:</i>	141207
<i>Job Title:</i>	Library Assistant - Union
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May supervise student, temporary and/or resource workers.
<i>Job Family:</i>	Library Staff (Union)
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Provides public and/or technical library support services. Coordinates, processes, maintains and cataloges library materials, including activities such as receiving, ordering and distributing materials, reconciling invoices, problem solving, and creating and maintaining complex records. Performs duties in areas such as acquisitions, bibliographic control, collection preparation and maintenance, circulation, and/or information services.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Bachelor's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	2 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

X Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Thorough knowledge of general library operations.
X		Understanding of library databases and Library of Congress standards.
X		General knowledge of department and library activities, policies, and procedures.
X		Working knowledge of standard bibliographic and other reference tools.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to use online integrated systems.
X		Ability to work under pressure at a variety of tasks.
X		Strong commitment to excellent customer service demonstrated in part by meeting or exceeding all established quality and quantity standards.
X		Participates actively and contributes positively to the work of teams, partnerships, and committees.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Catalogues various library materials. Performs library duties such as ordering and receiving new library materials or materials in need of repair, determining repair needed, verifying titles and descriptions of information, displaying materials, performing online receipt and accessioning of materials, processing corresponding invoices, and forwarding materials and/or paperwork as necessary. Links barcodes with bibliographic materials. Returns damaged, defective, or unwanted items to the vendor for credit. Establishes and maintains order records with current data received by vendors, publishers, or other sources. Identifies titles that need to be recatalogued, converted to machine-readable form, or reclassified. Processes materials for binding or performs all aspects of library materials repair, as needed.				
Verifies holdings by checking shelves and recording captions, patterns, frequency and holdings of each title. Updates changes in data. Notes changes not appearing in the bibliographic record. Notes missing items in holdings. Notifies the appropriate areas of changes and new titles. Notifies concerned parties of relevant and significant changes to serials records, including changes in serial frequency. Audits, maintains, and updates title lists in the bibliographic record. Processes withdrawals and transfers.				
Creates, edits, deletes, maintains, and verifies materials records in the integrated University library database. Attaches correct bibliographic records to new holding information following established guidelines. Corrects errors and supplies missing information. Audits holdings record to ensure accurate information in the database. Review and correct broken URL links for bibliographic records in the local utility.				
Performs searches in the integrated university library database and/or other related systems to locate a variety of materials, products, and/or information such as purchase order requests received from selectors, current or recent imprints, existing holding, older materials, new preservation products, added copies or volumes, uncatalogued items, etc. Maintains statistics and prepares reports on times searched, etc., as requested.				
Liaises with vendors and subscription agents in resolving problems arising from unpaid or missing invoices, incomplete shipments, price changes, or unfilled orders. Maintains regular contact with vendors and develops professional relationships.				
Audits purchase order requests against existing holdings to avoid duplication. Processes and approves incoming invoices for payment. Verifies and reconciles purchase order numbers, funding codes, charges, and sales tax. Maintains accurate, detailed records of all shipments, invoices, credit memos, and correspondence. Forwards billing information to the appropriate department for payment.				
Shelves or re-shelves library materials as needed. Processes paperwork for the withdrawal of designated library materials. Assists in the processing of gift items. Assists library staff with assigning items to storage facilities.				
Transfers/sends requested library materials. Verifies requestor's eligibility for library services. Interacts with patrons by phone or in writing regarding requested materials. Maintains information on patron records. Mails materials and overdue notices as needed. Searches holdings and verifies item's availability. Maintains accurate transaction records. Insures all materials are returned to the owning library, and all records are cleared.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides excellent customer service. Issues library cards and updates borrower records. Charges and discharges library materials and provides directional and general information to patrons and helps patrons locate library materials. Assists faculty, staff, students, branch libraries, publishers and the general public with requests for information or problem resolution. Refers questions concerning special items to appropriate librarians.				
Leads student workers as assigned. Trains and provides additional instruction as required. Schedules, assigns, and prioritizes workloads on a daily basis. Ensures timely completion of unit's work.				
Attends staff meetings and participates in committees and task forces as assigned.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job.