

POSITION: Tech. Services Assistants (3 positions available)

LOCATION: United Library – Garrett Library Staff Office

HOURS: 10 hours week

Monday thru Friday 8:30 a.m. to 4:30 p.m.

Three 10 hour a week positions are available in the library's technical services department. The positions will consist of a combination of the jobs described below.

JOB DESCRIPTIONS:

BOOK PROCESSING/MARKING (preparing new items for shelves)

- Type and apply spine labels to each volume
- Glue book pockets and book plates into each volume
- Remove temporary marking status in library system
- Place finished processed books in call no. order in re-shelving areas

BOOK REPAIR

- In-house book repair – torn pages, reinforce spines, tipping pages
- Reinforce covers for new and damaged paperbacks
- Pamphlet and phase box binding
- Maintain inventory supplies for binding
- Assist in any other projects as needed

BINDING /SERIALS ASSISTANT

- Pull completed serial volumes from current shelf
- Change location status and create an item record
- Prepare shipments of items to off-site bindery
- Assist in any other projects as needed

RECL

- Reshelve all RECL materials (books, curriculum, periodicals, video and audio tapes)
- Assign call numbers to new materials, displaying periodicals
- Maintain or replace signs and displays in RECL
- May also include shifting, reorganizing or weeding materials .

Other duties as assigned by Library Staff

Please contact Dianne Robinson – drobin@garrett.edu