

Student Job Descriptions -- Grinnell College Libraries

Brief summaries and requirements for various library positions:

Position:	Job Summary:	Experience Required or Preferred:
<u>Circulation at Burling or Kistle</u>	These students check materials out and in, locate reserve and ILL materials, answer questions from patrons at desk and on telephone, re-shelve returned materials, and perform a variety of library maintenance functions that contribute to the smooth operation of library services.	Experience in customer-service related areas. Good Interpersonal communication skills are a necessity. Ability to perform detail-oriented tasks with excellent accuracy and efficiency.
<u>Burling Media Room</u>	Performs circulation activities, assisting patrons in searching the library catalog and databases, operation of audiovisual equipment, shelving, and other assigned duties.	Ability to work with the public in a friendly, customer-service manner; ability to work under pressure; background in music and an understanding of musical terms; technical knowledge of various types of electronic equipment is useful
<u>Archives/Iowa Room</u>	Under the direction of the Special Collections Librarian and Library Assistant, processes collections and enters data into Archon, the database for finding aids; assists with research requests, curates exhibitions of materials from special collections, digitizes materials for Digital Grinnell and other uses, monitors reading room, retrieves and shelves materials, and performs other specialized tasks as assigned. Participates in ongoing training.	The ability to communicate effectively, both orally and in writing, is essential. Interest in working with primary source material and good lateral thinking skills. Good organizational skills.
<u>Research Desk</u>	Student Mentors and Tutors engage their peers in academic learning across the curriculum. Research Tutors assist library patrons with research inquiries in person, by phone or online. Research Tutors help develop and promote the Libraries' research services program.	Candidates must be second-year Grinnell students by the time they begin work and have successful customer service and academic research experience. Work experience in a library is welcomed.
<u>Library Services</u>	There are various positions, duties may include any of the following: Interlibrary Services – process items sent to fulfill interlibrary loan requests made by our students, faculty, and staff; process electronic and physical items loaned from the Grinnell College Libraries to requesting libraries Mend/Bind –trained in preservation principles and techniques; handle fragile library materials; prepare pieces for the bindery and complete in-house repairs.	Some or all of these qualifications are required for Library Services positions: -Experience in customer-service related areas -Ability to perform detail-oriented tasks with excellent accuracy and efficiency -Knowledge of a foreign language is helpful but not required. -Ability to work often under pressure;

<p>Library Services (cont.)</p>	<p>Processing –verify the bibliographic/item record information, prepare the item for circulation for various locations, and accurately direct the piece to the appropriate location.</p> <p>Rapid Cataloging –edit bibliographic and item records, create item records. Create the majority of the work for the processing students and manage their tasks to keep work flow synchronized.</p> <p>Serials - process serials utilizing the library’s integrated library system; maintain serials stacks including shelf reading and shifting; sort and distribute materials received through mail or other shipping services.</p> <p>Acquisitions – perform bibliographic searching and downloading, receive and verify ordered materials and invoices, inspect and collate materials, keep records of receipts, and prepare items for cataloging and processing.</p> <p>Government Documents – process new and old government documents by checking in, processing, updating database, creating items records, making labels, and shelving on the 4th floor.</p>	<p>-Ability to work unsupervised and independently</p> <p>-Good communication skills (written and verbal)</p> <p>-Knowledge of the Library of Congress classification system</p> <p>-Familiarity with bibliographic details such as title, author, publisher, series.</p> <p>-Complex problem-solving skills</p>
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What can you hope to gain from working in the Libraries (in addition to a healthier bank account)?

First of all, we hire student workers so that we can perform the work of the Libraries – we could not function without our student workers! So, we hope you would gain the satisfaction of knowing you have contributed to the function of a vital campus resource. In addition, we feel that we are contributing to your educational experience. Understanding how to function as an employee is a vital skill – this includes showing up to work on time, understanding your supervisor’s expectations, and sharpening your abilities to handle multiple assignments and priorities, effectively communicate, plan and organize. Particular positions will further sharpen specific skills, such as research or customer service.

What do we expect from you?

Libraries students must agree to all policies in the [Student Employment Handbook](#), with an emphasis on confidentiality, security and reliability:

- *Confidentiality* - It is imperative for ethical, moral and legal reasons that student employees protect the privacy of all persons using library materials.
- *Security* - In no way should the student employee compromise or subvert the security or check-out systems for books and other library materials.
- *Reliability* – Student employee must commit to placing job attendance at a high priority.

Evaluation Process:

During employment, supervisor will provide guidance, feedback and any necessary support. At the end of each semester or summer session, supervisors will fill out forms evaluating the performance of each student employee. The employee will have an opportunity to review this form and add comments.