Job Title: Library Technician, Acquisitions
Unit: Library Services
Location: Henderson Campus
Reports To: Director of Library Services
FLSA Status: Part-time Non-Exempt

Summary
Under the direction of the Director of Library Services, the Library Technician, Acquisitions performs and coordinates specialized functions that have library-wide impact and require specific knowledge and skills. Routine duties may include, but are not limited to, entering information into an online library acquisition system, creating brief catalog records, ordering library materials, maintaining acquisition information, assisting with tracking library material funds, training other staff in acquisition system functions, and helping students and faculty in the use of the library as needed.

Responsibilities
- Performs, coordinates, and trains other staff in using the acquisition module of the integrated library system (ILS); inputs acquisition data; maintains acquisition and vendor records.
- Monitors order transmissions and confirmations; assists with tracking fund expenditures.
- Creates brief catalog records and/or downloads vendor-provided records as directed.
- Orders library materials through established vendor online systems as directed.
- Provides regular reports on acquisition activities; maintains statistics for related areas.
- Performs, coordinates, and trains other staff in initial processing of received materials.
- Provides information about requested titles and on-order materials to other library staff.
- Monitors receipt of standing order/continuation materials.
- Assists with invoice tracking and reconciliation.
- Assists with management of library donations.
- Recommends, develops, and implements workflows and procedures.
- Assist with order tracking and management for supplies and small equipment as needed.
- Assist with cataloging functions such as maintenance of web links in the library catalog as needed.
- Assist with integrated library system maintenance and improvement as needed.
- Participates in inventory of the library collection as requested.
- Performs a variety of other library tasks as needed, including circulation services and/or reference assistance.
- Works on special projects and other duties as assigned.

Skills
- Demonstrated ability to follow detailed oral and written instructions and maintain high accuracy level
- Excellent working knowledge of current library terminology, practices, procedures, and methods
- Intermediate level knowledge and proficiency with Microsoft Excel spreadsheets
- Demonstrated ability to analyze data, exhibit good judgment, and demonstrate problem-solving skills
- Demonstrated ability to effectively prioritize workload, manage multiple priorities, and meet deadlines
- Knowledge of the principles and practices of accurate record keeping
- Demonstrated skill with personal computers, online websites, searching techniques, integrated library systems, and other online systems and services
- Demonstrated excellent verbal and written communication skills
- Demonstrated excellent interpersonal skills and ability to work effectively both independently and as a team member in a collaborative environment
**Education/Training**

Bachelor’s degree required. Education in a library-related field and/or a health science-related field preferred.

**Experience**

Required: Minimum two (2) years of relevant library experience required; educational setting preferred. Preferred: Experience in library acquisitions, bookkeeping and/or copy cataloging.

**Work Conditions**

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson campus buildings.
- Incumbent may be regularly scheduled to evening and/or weekend work hours. Accepting a temporary change in the assigned work hours with little advance notice in order to accommodate daily staffing needs in the library will be required.
- Performing some duties external to the library and attending various University events outside the normally scheduled work hours and/or location occasionally occurs and may be required.
- Traveling off-campus to a local, state, and/or regional event, as well as travel to other campuses or facilities may occasionally be required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among university personnel and/or students.

**Required Physical Abilities**

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis; able to sit and use a computer for a long period of time
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents, books, discs, etc.
- Sufficient near vision acuity to read information appearing on computer display screen, in handwritten forms, and on printed paper
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone
- Physically capable of lifting a minimum of 25 pounds and push loaded book carts

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*I have read the above position description and have received a copy.*

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Employee Signature        Date