

Job Description
Russell D. Cole Library
Cornell College

Job Title: Serials Department Student Employee (Room 314)
Supervisor: Serials Assistant, Technical Services Assistant
Wage Range: \$7.25 / hour
Length of Employment: Academic Year

Summary: Assist staff I maintaining serials collection; as needed, assist patrons in accessing it.

Principal Duties: Check incoming orders for accuracy (checking mailing & shipping labels)
Physical preparation of print serials – new or newly bound
Accurate check-in of new print serials
Accurate shelving of print and microform serials
Physical preparation of issues to be bound for Periodical Bound Volumes collection
Updating records to reflect movement from Current to Bound collections
Assist in maintaining retention periods (withdraw materials correctly)
Shelf-read assigned areas of collections on fourth floor
Deliver mail to library staff
Know procedures for working on the Balcony in order to assist there as needed
Report concerns, ask questions, and make suggestions so that the serials department can produce the finest results possible.
Perform other duties or assist with projects as assigned

Skills: General computer competency
Ability to master new software & computer tasks with appropriate training
Ability to understand technical processes and distinctions
Close attention to detail
Cataloging
Shelving Books

Expectations: Skill, consideration, and encouraging manner for assisting patrons
Care and accuracy in handling and caring for materials and equipment
Great attitude about learning new tasks
Punctuality and consistent attendance