

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Cataloging

Most Recently Updated 12/07/00

Position Title: Apprentice I (S09123)
Must work 10 hrs/wk.

I. Grade Level: 1

II. Description:

A. The following are the essential duties for an Apprentice I in the Cataloging Department, with limited supervision:

1. Performs the physical preparation of library materials: Date Dues, stamps, types and irons labels, etc.
2. Keeps work room in order.
3. Files in one or more of the various catalogs.
4. Marks withdrawn library books.
5. Searches the OCLC database for bibliographic records to match uncataloged items.
6. Mends library materials.
7. Searches for missing library materials.
8. Processes microfiche.
9. Searches BANC and the shelf list card file to track added copies, volumes and replacements to the collection.
10. Searches BANC to identify duplicate gift materials.
11. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. Transports materials to other areas in the library or to other libraries.
2. Unpack gift books.
3. Clean gift books.
4. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Learns to use a variety of computer skills
- B.** Learns to pay attention to detail
- C.** Learns to listen and follow instructions
- D.** Learns the Dewey Decimal system
- E.** Learns how to find material in the circulating collection
- F.** Learns to work as part of a team

IV. Basic Qualifications:

- A.** General: Promptness and dependability, respect for materials and property, commitment to service, willingness to learn library work and to assume increasing responsibility.
- B.** Skill: Good oral and written communication skills.
- C.** Physical: Normal health. Some lifting and shifting of books required.
- D.** Academic: No specific background.

V. Desirable Qualifications:

- A.** Is accurate and thorough
- B.** Gives attention to details

VI. Narrative Summary:

During the course of employment, student physically prepared library materials for patron usage. Student used databases to search for, track, and identify library materials. Student also is responsible for office procedures, including processing microfiche, mending materials, and filing in various catalogs. Student helped maintain a safe clean environment and, in addition, performed additional job-related tasks as assigned.