

approved

## **STUDENT LABOR POSITION DESCRIPTION**

**Hutchins Library -Serials**  
Most Recently Updated 11/25/00

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

**I. Grade Level: 1**

**II. Description:**

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

1. Eligible to undertake training for check-in of periodicals and newspapers.
2. Shelve bound periodicals - dusting and putting in order.
3. Pull completed volumes and prepare for designated disposition.
4. Care for copier; cleaning, unjamming, and replacing supplies.
5. Pull newspapers weekly and prepare for designated disposition.
6. Maintenance of microforms and readers; replacing supplies.
7. Perform any other duties as directed by the Serials Librarian.
8. Perform assigned night and weekend duties in Public Service area.

**B.** The following are possible additional duties for this position, depending on the Serials Department requirements:

1. Assist patron in locating materials.
2. Assist patron with searching BANC.
3. Assist office with mail pick-up when necessary.
4. Assist in situations of necessity as requested by Supervisor.

**III. Learning Opportunities:**

- A.** Stack maintenance
- B.** Receiving materials in Manual System (Kardex)
- C.** Receiving materials that are automated in Dynix
- D.** Binding processes
- E.** Preparations of materials for housing in Periodicals Collection
- F.** Use of and care for Microform machines as well as photocopiers

**IV. Basic Qualifications:**

Visitation is not to be encouraged while on duty. Dress code, as such, does not exist; but the worker is expected to dress in a modest and presentable-to-the-public fashion.

- A.** General: Prompt and dependable, attentive to detail and familiar with subscriptions for the library.
- B.** Skill: Ability to write legibly and accurately, and typing or keyboard ability.
- C.** Physical: Normal health.

**VI. Basic Qualifications (cont.):**

**D.** Academic: No specific background.

**V. Desirable Qualifications:**

**A.** Familiarity with Dewey Decimal System.

**B.** Computer experience.

**C.** Able to work with the public.

**VI. Narrative Summary:**

During the course of employment, student checked in and shelved periodicals and newspapers, cared for the copier machine, and replaced supplies. Student helped maintain the microform collecting and rotated magazines and newspapers when needed. Student also helped maintain a safe clean environment. In addition, student performed additional job-related tasks as assigned.