

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library –Special Collections

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 Special Collections Department:

1. Serves at the Reception Desk; registers researchers
2. Retrieves books for patron use (patrons cannot browse in the stacks of the Special Collections area).
3. Retrieves boxes and files of archival and manuscript material.
4. Clips items from newspapers for Appalachian and Berea Vertical Files; identifies each clipping by paper and date; mounts clippings on coal industry.
5. Dusts and shelves books.
6. Takes reserve books to and from the Special Collections shelf at the Circulation Desk.
7. Runs errands in connection with the job.
8. Performs other job-related duties as assigned.

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

1. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Develops skills in dealing with the public
- B.** Promotes responsibility in providing prompt and efficient service
- C.** Handling of rare materials fosters appreciation for history
- D.** Develops basic library skills

IV. Basic Qualifications:

- A.** General: Prompt and dependable; respect for books and rules related to these collections. Knowledge of the Dewey System for locating and shelving books.
- B.** Skill: Some typing ability and computer skills desired
- C.** Physical: Normal health. Some lifting may be required
- D.** Academic: No specific background

V. Desirable Qualifications:

- A.** Good at meeting the public
- B.** Good interpersonal skills

VI. Narrative Summary:

During the course of employment, student served at the Special Collections reception desk, retrieved boxes and files of archival material, and collected relevant clippings from newspapers and magazines. Student handled books for patrons and ran errands in connection with the job. Student also assisted in maintaining a safe, cleanly working environment. In addition, student performed additional job-related tasks as assigned.