JOB DESCRIPTION

JOB TITLE: Serials Librarian
DEPARTMENT: Library
REPORTS TO: Technical Services & Acquisitions Librarian
POSITION STATUS: Full-time, Exempt (Professional)

GENERAL SUMMARY: The Serials Librarian reports to the Technical Services & Acquisitions Librarian. This position is responsible for processing all of the Library’s serials and continuing resource publications acquired by the Library. The Serials Librarian is responsible for receiving newly-acquired materials into the Library’s Innovative Interfaces, Inc. Millennium system, and then processes the materials as necessary so that they are quickly available for use by the School’s faculty, students, and staff. This position also oversees the serials claiming and bindery processes, processes materials for the Archives collection, and performs archival preservation and book repair duties as necessary. The Serials Librarian solves serials-related problems as they are brought to his/her attention, and works with the Technical Services & Acquisitions Librarian, the Catalog Librarian, the Director of Cataloging and Database Administration, the Circulation/Reserve Librarian and the Associate Library Director to set serials processing policies and procedures. The Serials Librarian supervises and trains student assistants for Technical Services tasks such as materials processing, shelving procedures and loose-leaf filing. This position is also responsible for cross-training co-workers and students to use the serials module of the Innovative Interfaces Millennium system. The Serials Librarian is responsible for keeping current with the fields of serials and continuing resources and library automation in general and of Innovative Interfaces products in particular. The Serials Librarian must have a demonstrated ability to learn complex procedures, have excellent organizational, communication and computer skills, as well as being able to perform detailed work accurately. This position also communicates with the Library’s serials vendors on an as-needed basis regarding serials claiming activities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform serials-related functions for the handling of Library materials. This function includes the checking-in, routing and processing of newly-received materials, claiming missing and/or damaged materials, binding, and withdrawal of out-of-date or discarded materials using the Innovative Interfaces Millennium integrated library system. Materials will be in a variety of issuance formats such as continuations, pocket-parts, supplements, updates, and periodicals, as well as in a variety of physical formats: print, CD-ROM, videocassette, audiocassette, DVD.
- Route newly-acquired materials to faculty, communicating with them regarding items that they would like routed to them. Keep accurate records of what is routed to whom and when. Document the information using the Innovative Millennium system and supporting databases as necessary.
- Supervise student assistants. This includes interviewing, hiring, supervising, training, evaluating and terminating students as necessary. Train student assistants and assign them tasks (mail handling, processing materials, loose leaf filing, etc.) on a daily basis.
- Function as an internal service unit to Library staff, particularly Public Services, to resolve complex serials-related problems that arise.
- Perform serial claim-related functions, from claiming missing and/or damaged materials from vendors to following up on incorrect shipments, etc.
• Perform all functions related to the Library’s binding process, including preparing and sending materials to the bindery, reviewing the accuracy and quality of the bindery’s work, and then processing volumes returned from the bindery.

• Perform preservation-related duties as necessary, including repairing damaged materials as appropriate.

• Cross-train other personnel in the department on Innovative’s serials module procedures and processes.

• In consultation with the Technical Services & Acquisitions Librarian, the Catalog Librarian, the Director of Cataloging and Database Administration, the Circulation/Reserve Librarian and the Associate Library Director, develop and implement new and/or revised serials processing procedures.

• Maintain a procedural manual for this position.

• Manage TJSIL Library archives, including acquiring, accessioning, arranging and preserving materials within the archive’s collection development policy

• Keep informed regarding developments in the areas of serials publishing, processing, preservation and archives-related work, as well as library automation, through attendance at appropriate conferences, reading related journals, and subscription to related e-mail lists.

• Perform other duties as assigned, including substituting for other Technical Services staff during absences.

MINIMUM LEVEL OF EDUCATION AND/OR EXPERIENCE:

Master’s degree in Library or Information Science from an ALA-accredited library school, or J.D. with minimum of one year’s full time experience in a law library.

PREFERRED:

Prior academic law library experience; prior Technical Services experience; prior experience with Millennium serials module; ability to work well independently and with others; ability to solve problems; ability to carry out tasks with minimal supervision and follow through in a timely manner; ability to be flexible and adjust to change.

KNOWLEDGE, SKILLS AND ABILITIES:

• Experience required: Excellent computer skills including the use of word processing, spreadsheet, Internet browser and e-mail programs.

• Experience desired: Knowledge of Innovative Interfaces, Inc. Millennium system; serials processing experience; law library experience.

TOOLS AND EQUIPMENT USED:

Innovative’s Millennium Serials module; Internet, word-processing, and other job-related software; printers, phones, photocopiers, fax machine, microforms reader-printers.

PHYSICAL REQUIREMENTS:

Frequently sit, talk and hear; reach with hand and arms; walk, stoop, kneel, bend and retrieve objects at a height of 8 feet (with or without the use of a stool) or at floor level; push a fully loaded library book truck; lift up to 25 pounds; work in an environment that may contain dust and/or mold.

WORK SCHEDULE:

Full time, 40 hours per week, Monday through Friday.