

# LIBRARY

**POSITION:** Library Work Study  
**DIVISION:** Information Technology  
**DEPARTMENT:** Library  
**BUILDING:** Library  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:** Lisa Herbert  
**DIRECTOR:**  
**VICE PRESIDENT:** Gary Paikowski  
**PHONE NUMBER:** 903.463.8637

**HOURS per WEEK:** 15  
(20hr MAX)

**HOURS PREFERRED:** Varies

**JOB DUTIES:**

- Responsible for creation of library patrons accounts
- Uses Circulation system to create library cards, take fines and fees
- Check in and out of materials. (sensitive information)
- Shelve all materials, to include books, media, and journals.
- Process materials that are new, including invoicing new materials, security measures, labeling
- Use of cataloging module to create records as needed for materials
- Clean shelves, monitors, and computers
- Help patrons with printing
- Maintain stock for supplies, printing, copying, and research
- Responsible for shelf checking of over dues
- Responsible for checking accuracy of inventory lists for collection development of all materials
- Repair materials
- Help patrons with online catalog
- Help patrons with electronic databases, software as needed
- Responsible for stocking new material shelves
- Responsible for recording, processing, and shelving purchased and free journals
- Responsible for upkeep of book sale room
- Other duties as assigned

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

**SPECIAL NEEDS:**

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.