Library Catalog Assistant

POSITION PURPOSE

This is a temporary position for summer 2013.

Student assistants play an important role in the daily operations of the Cataloging Department at Penrose Library. Students will assist in the preparation of Library materials for integration into the Library collection through many varied tasks. This position requires the ability to work independently and basic computer skills.

PRINCIPAL DUTIES

1. Use a national database to find correct bibliographic records which will be put into our Online Public Access Catalog (OPAC).
2. Process a variety of library materials for different library collections.
3. Create item records in computer for library materials.
4. Additional duties may be assigned such as:
   a. Shelving/shelf reading on occasion.
   b. Pulling previously cataloged materials for problem resolution.
5. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Current Whitman College student
2. Ability to understand and follow oral and written instructions.
3. Must be detail oriented and capable of completing repetitive tasks accurately and efficiently.
4. Computer knowledge and experience required.
5. Willing to learn and follow library policies and procedures.
6. Ability to lift boxes of books.
7. Foreign language experience helpful, but not required.

QUALIFICATIONS

1. Ability to work 35 hours per week (Monday through Friday, 8:30 am-4:30 pm).

APPLICATION FILING PERIODS

1. Open until filled