

WEST Assistant Job Description

Core Functions & Duties

A. WEST Receiving, Inventory and Physical Validation for Silver and Gold Archives

1. Unpack incoming shipments from WEST participating libraries and organize these volumes for validation. Complete inventories of incoming shipments and record this information onto an Excel spreadsheet.
2. Physically examine each volume to confirm there are no gaps or missing issues, and that the volume is not damaged. Add WEST identification stickers to volumes that pass validation.
3. Flag any volumes that have missing issues or are heavily damaged. Record notations on the Missing/Damage Flag, including missing issue number(s), damaged or heavily marked pages. Report any unusual problems or errors to the supervisor.
4. Record statistics of rejected volumes on the appropriate Excel worksheet. Move rejected to volumes to appropriate holding shelves.

B. WEST Processing

1. Search and match WEST titles to bibliographic record in the campus catalog.
2. Create a new holdings record for the WEST holdings, or edit an existing record to identify the WEST holdings, following standardized format and location codes. Add items to holdings record.
3. Edit the 583 field of the bibliographic records to disclose WEST holdings and condition statements.
4. Record daily statistics of issues validated and volumes added to the WEST archive.

C. Solving and Special Projects

1. Work with WEST Project Coordinator to resolve any logistical or operational problems that impede timely completion of the WEST Project.
2. Assist with discard activities or returns of volumes that have been rejected or eliminated as duplicate copies. Discarded materials that are heavily damaged or missing content are stamped "DISCARD", covers removed, and placed in the recycling bins. Volumes designated for return to libraries are inventoried, boxed, and placed in the outgoing mail area. Record statistics on the number of volumes discarded or returned to libraries.

Required Skills, Knowledge, Abilities & Competencies

1. Knowledge of library operations with experience in serials bibliographic and holdings records and/or technical processing.
2. Working knowledge of Library catalog searching, editing, and keying conventions.
3. Working knowledge of OCLC/WorldCat Local and integrated library systems such as Ex Libris/Endeavor, Innovative Interfaces Inc., or similar.
4. Skill in comparing book-in-hand with machine-readable records in order to match like information and recognize inconsistencies with the quality and accuracy of the data.
5. Skill in using Microsoft Office applications, including Word, Excel, Outlook, and Access.
6. Ability to remain attentive and to perform repetitive and/or routine tasks for 3-4 continuous hours.
7. Ability to lift objects weighing up to 25 pounds, to push book trucks (weighing several hundred pounds), to bend to shelve onto or pull materials from low shelves, and to climb a ladder to reach the upper shelves.