Job Description
PART TIME ACQUISITION CLERK

NATURE OF WORK:

Performs clerical tasks related to the process of prepping library materials for circulation. This position reports to the Senior Library Assistant in the Acquisitions Department.

ESSENTIAL FUNCTIONS, REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Promote and further the purpose and objectives of the Bay County Library System, as stated in the Bay County Library System Policy and Procedure Manual.
- Visual acuity to accurately read a computer screen and written materials.
- Ability to cooperate and work harmoniously with fellow staff members.
- Ability to become proficient in the application and operation of appropriate hardware and software for the automated circulation and acquisitions systems.
- Alphabetize efficiently, count accurately and handle mathematical figures.
- Ability to operate basic office machines; personal computer, electric typewriter, calculator, photocopier, fax machine, postage meter, etc.
- Ability to perform repetitive tasks fast and accurately.
- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books, a-v and other materials weighing up to 25 pounds from one location to another.
- Ability to follow directions and perform required responsibilities.
- Communicate clearly and effectively, utilizing good grammar.
- Must be adaptable and work well under pressure.

EXAMPLES OF POSITION RESPONSIBILITIES

- Prepare holding records for addition to and withdrawal from collection.
- Process new and donated material for circulation.
- Attach bar codes, spine labels, property labels and printing descriptive labels for material.
- Set items to transit. Verify Itype and collection code on check in screen; confirm that item is shelf ready.
- Receive and unpack new material, verify material for quantity shipped and in good condition.
- Perform other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

- High school diploma or its equivalent. Prior library experience preferred.
- Training or experience working with computers is required.
- Typing ability 40 WPM.