

Ball State University
Position Description

Department: University Libraries

PC#: 503089

Dept Code: 12300

Salary Grade: 9 N

Position Title: Bibliographic Searcher

Reports To: Assistant Head of Acquisitions Services

Revision Dates: 1/2000; 8/2003; 3/2004; 2/2005; 6/2007

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: None.

Position Function:

Perform bibliographic search and order functions for print monograph requests and perform order maintenance duties for all monograph orders.

Duties/Responsibilities:

1. Search monograph requests in vendor/publisher databases, OCLC, and other internet databases as appropriate; select best bibliographic information available and edit order requests as necessary; check automated library database for duplication.
2. Using SIRSI, input records for ordering purposes; determine appropriate codes, enter additional line item information as necessary, prepare orders for mailing or electronic submission.
3. Claim monograph orders according to established guidelines; analyze claim reports, decide which specialized/bibliographic sources to use for additional information; mail or enter claims electronically, as appropriate; update SIRSI order records with complete and concise status information.
4. Cancel monograph orders according to established guidelines; mail or enter cancellations electronically, as appropriate; update SIRSI order records with complete and concise cancellation information.
5. Assist with activities and projects of limited duration.
6. Perform other related duties as assigned.
7. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Bachelor's degree or equivalent in related area.

Experience: Over three months through one year of related experience; working knowledge of basic Microsoft Office applications.

Additional Preferred Qualifications:

Education:

Experience: Over one year of related experience.