

Ball State University
Position Description

Department: University Libraries
Dept Code: 12300

PC#: 503111
Salary Grade: 9 N

Position Title: Periodicals Assistant

Reports To: Lead Acquisitions Assistant

Revision Dates: 11/2000; 8/2003; 4/2006

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: Students.

Position Function:

Perform duties to maintain current, accurate records for periodical titles in the acquisitions database; analyze and resolve problems relating to periodicals; supervise/oversee work of periodical receiving staff.

Duties/Responsibilities:

1. Create, edit and update the periodical records in SIRSI to insure their completeness and accuracy; set up and close SIRSI check-in records as necessary; initiate appropriate procedures for ceased titles and title changes.
2. Analyze and resolve miscellaneous periodical problems; includes contact vendors and publishers by telephone or email, obtain information from web sites and databases, and consult with supervisor and other library personnel; respond by telephone or email to certain first-class mail.
3. Download monthly OCLC government documents records and import into SIRSI; review new records list checking format and location; edit SIRSI records as necessary; forward list with annotations to Serials Cataloging; record appropriate statistics.
4. Claim missing or delayed periodical titles for ongoing subscriptions, back orders, replacements and new orders.
5. Obtain replacement periodical issues; initiate request form, track order, receive and process issues, and approve invoice for payment or cancel orders as appropriate.
6. Check in newspapers and microforms using the SIRSI automated system; identify correct title and match to SIRSI records; check in following appropriate procedures; check in journals and route to appropriate area or library personnel in absence of Acquisitions Assistant.
7. Assist with activities and projects of limited duration.
8. Perform other related duties as assigned.
9. 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: Associate's degree or equivalent in related area.
Experience: One through three years of related experience.

Additional Preferred Qualifications:

Education:
Experience: Supervisory or acquisitions experience.