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Continuing Resources Assistant

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Official University Job Title: Library Assistant III

Library Title: Continuing Resources Assistant

Description: Under the supervision of the Library Technical Assistant for Continuing Resources, the Preservation Assistant is responsible for performing all routines associated with the binding and repair of Library materials, as well as some duties involving the checking in of periodicals. This position involves preparing materials for binding, receiving material from bindery, checking received bound items for accuracy, distributing bound materials to appropriate locations, maintaining incompletes, checking in microfilm, and checking in and shelving periodicals.

Duties:

Prepares periodicals, theses/dissertations, and monographic materials for binding

Pulls and puts periodical issues in order for commercial binding

Selects colors and binding types for materials to be bound following local guidelines

Enters binding data into ABLE system and creates appropriate documents to send to commercial binder

Communicates with Bindery Plant manager about any problems

Handles cancelations in ABLE

Codes issues/volumes in Voyager to indicate binding status

Receives material from commercial binder; checks for accuracy and quality

Distributes newly bound materials to appropriate locations

Verifies and prepares binding invoices for payment

Maintains “incomplete” files and stacks; updates status codes as necessary in Voyager; attempts to obtain missing issues from various sources

Checks in microfilm newspapers and microfilm periodicals; creates/updates holdings statements as necessary; distributes microfilm to appropriate locations; withdraws paper holdings as necessary
Processes microfilm invoices, determines validity and accuracy of invoices, and enters order/invoice information into Voyager.

Checks in current newspapers.

Discards old duplicate magazines.

**Essential Duties & Responsibilities:**

<table>
<thead>
<tr>
<th>Essential Functions &amp; Responsibilities (place an * next to new essential functions assigned to a job)</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing materials for binding</td>
<td>30%</td>
</tr>
<tr>
<td>Receiving material from bindery and checking for accuracy</td>
<td>30%</td>
</tr>
<tr>
<td>Distributing bound materials to appropriate locations</td>
<td>10%</td>
</tr>
<tr>
<td>Maintaining incompletes</td>
<td>15%</td>
</tr>
<tr>
<td>Checking in microfilm</td>
<td>10%</td>
</tr>
<tr>
<td>Checking in and shelving periodicals</td>
<td>5%</td>
</tr>
</tbody>
</table>