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### Continuing Resources Assistant

Georgia Southern University, Zach S. Henderson Library

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**Name:** Payton Smith

**Position Number:** 10011649

**Classification Title:** Staff Assistant

**Library Title:** Continuing Resources Assistant

**Direct Supervisor:** Library Technical Assistant (Continuing Resources/Acquisitions)

**Description:** The Continuing Resources Assistant handles the routine tasks associated with physical serial resources, including: receiving of materials; binding and repair; checking in and/or shelving of serials and periodicals; and maintenance of serial control data. The Continuing Resources Assistant also assists with maintenance of e-journal holdings and access through audits; processes invoices for payment; prepares and receives materials for and from a commercial bindery; and creates and maintains serials records in Alma.

**Duties:**

- Coordinates the receipt and distribution of all new books and media in accordance with the acquisition purchase slips.
- Verifies and prepares binding, continuing resources, and new physical and electronic book and media invoices for payment.
- Applies laminate cover to all dust jackets on newly acquired hardcover books.
- Checks in print serials in Alma promptly and accurately, while also processing the item (creates item records, attached barcodes, codes in Alma, etc.).
- Distributes processed serials to appropriate departmental personnel.
- Shelves current periodical issues and organizes and maintains current periodical collection shelving. Shelves/files loose-leaf and other updates to serials and integrating resources.
- Codes issues/volumes in Alma using local MARC 21 textual holding fields.
- Assists in maintaining accessibility and accurate holding information for all continuing resources—both in print and online.
- Creates and maintains serials control/management records to insure accurate handling of serials and to resolve problems as necessary.
- Handles cancelations, changes in format, changes in titles, and miscellaneous problem solving in print periodicals and serials.
- Handles and assesses fragile and damaged text materials for repair or rebind.
- Prepares completed volumes of periodicals and monographic materials for binding.
- Enters binding data into ABLE system and creates appropriate documents to send to commercial binder along with properly maintained records and communication with bindery staff. Receives returned bound material from commercial binder; checks for accuracy and quality.
- Claims missing periodical issues from various sources such as EBSCO.
- Provides missing issue information for incomplete bound volumes via Alma inventory public notes.
- Communicates in a professional manner via telephone, email, mail, fax, etc. with subscription agents, publishers, and library staff regarding claims, shipments, invoices, etc. for continuing resource subscriptions.
- Assists in ongoing electronic journal and database system audits using spreadsheet software.
- Performs all other duties as assigned.

**Revised: 10/29/19**