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## Serials Assistant

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**Official University Job Title:** Library Assistant III

**Library Title:** Serials Assistant

**Description:** Under the supervision of the Library Technical Assistant for Continuing Resources, the Serials Assistant is responsible for performing all routines associated with non-periodical serials control. This position involves processing serial invoices, checking in bound and loose leaf material, filing loose leaf material, claiming material, communicating with publishers/vendors regarding invoice/receipt problems, creating item records for bound serial volumes, creating and maintaining serials records in automated serials system, and sorting mail.

**Duties:**

Sorts and prepares serials for check-in.

Checks in serials in Voyager promptly and accurately

Processes (creates item records, attaches barcodes, codes in Voyager, etc.) Serials for distribution to appropriate locations

Locates or creates bibliographic records to attach order, check in, and other data

Enters order information into Voyager as necessary

Determines correct prediction pattern and entering into Voyager

Verifies accuracy of renewal lists and resolving related problems

Verifies and prepares serial invoices for payment

Enters invoice information (including invoice number and date, vendor, purchase order data, price, subscription period, and notes) into Voyager

Creates and maintains serials control/management records to insure accurate handling of serials and to resolve problems as necessary

Identifies via regularly generated claim reports and claiming via Voyager/e-mail/mail any serial issues not received

Communicates in a professional manner via telephone, E-mail, mail, fax, etc. with subscription agents, publishers, and library staff regarding claims, shipments, invoices, etc. for serial subscriptions

**Essential Duties & Responsibilities:**

<b>Essential Functions &amp; Responsibilities (place an * next to new essential functions assigned to a job)</b>	<b>% of Time</b>
Processing serial invoices	45%
Checking in bound and loose leaf material (also files loose leaf material)	15%
Claiming material	15%
Communicating with publishers/vendors regarding invoice/receipt problems	5%
Creating item records for bound serials volumes	10%
Creating and maintaining serials records in automated serials system	5%
Sorting mail	5%