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## Library Technical Assistant for Government Documents

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**GOVERNMENT DOCUMENTS  
LIBRARY TECHNICAL ASSISTANT**

**Job Description:**

Under the supervision of the Government Documents Librarian, the Library Technical Assistant is responsible for supervising student assistant personnel within the Henderson Library Government Documents unit; Hire, train and make work assignments for up to five student assistants; Plan, coordinate, supervise and participate in processing of U. S. Government Printing Office Depository Shipments; Supervise receipt, opening, processing, and check-in of shipments and other new receipts of government documents; Supervise barcode labeling for publications to be entered into Voyager data base by the Cataloged Department; Maintain condition and order of collection; Prepare and maintain departmental microfiche cabinets, and CD-ROM cabinets; make claims for materials not received; Supervise shelving of new materials, and maintain collection on shelves by supervising re-shelving of materials used, and shifting sections of collection as growth of volumes requires; Route volumes needed by Catalog Librarian per instructions Government Documents Librarian; Maintains Government Documents biweekly Timecards for students assistants; Gathers statistical data on Government Documents unit Depository receipts; Complies monthly statistical report for material received within the unit; Maintains supplies inventory as needed for the department; Maintains binding or selected publications requiring preservation, and providing specific instructions about desired binding per instructions from Government Documents Librarian; Supervises and participates in processing gift materials received for the Government Documents Collection; Instructs patrons about Superintendent of Documents Classification System in locating information and publications with the collection; Assist patrons with requests when Government Documents Librarian is absent or serving other patrons.

**Duties:**

- Supervise Henderson Library Government Documents unit when Documents Librarian is not present. Supervise student assistants.
- Train students in various tasks in processing Federal and Georgia state documents, include labeling, stamping, applying security devices, and barcoding of paper, microfiche, and electronic formats.
- Supervise shelving of new material and maintain collection on shelves by supervising re-shelving of materials used, and shifting sections of collection as growth of volumes requires.
- Pack and route serials and monographs not previously cataloged to Collection & Resources for cataloging.
- Prepares and maintains Government Documents microfiche, CD-ROM, Map cabinets, shifting and weeding as required.
- Maintains binding of selected publications requiring preservation, and providing specific instructions about desired binding to personnel in Collection and Resource Services. Supervises and participates in processing gift materials received for the Government Documents Collection.

- Makes Sudoc number changes on publications per instruction from Government Printing Office.
- Maintains Government Documents bi-weekly Timecard for student assistants. Gathers statistical data on Government documents unit Depository receipts; compiles monthly statistical report for material received and work performed within the unit. Maintains supplies needed for the department.

### ESSENTIAL DUTIES & RESPONSIBILITIES

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
Supervise Henderson Library Government Documents unit when Documents Librarian is not present. Student Supervision (hiring, training, and budget maintenance).	30%
Train students in various tasks in processing Federal and Georgia state documents, include labeling, stamping, applying security devices, and barcoding of paper, microfiche, and electronic formats.	25%
Supervise shelving of new material and maintain collection on shelves by supervising re-shelving of materials used, and shifting sections of collection as growth of volumes requires.	5%
Pack and route serials and monographs not previously cataloged to Collection & Resources for cataloging.	5%
Prepares and maintains Government Documents microfiche, CD-ROM, Map cabinets, shifting and weeding as required.	5%
Maintains binding of selected publications requiring preservation, and providing specific instructions about desired binding to personnel in Collection and Resource Services. Supervises and participates in processing gift materials received for the Government Documents Collection.	5%
Makes Sudoc number changes on publications per instruction from Government Printing Office.	5%
Maintains Government Documents bi-weekly Timecard for student assistants. Gathers statistical data on Government documents unit Depository receipts; compiles monthly statistical report for material received and work performed within the unit. Maintains supplies needed for the department.	20%