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Gifts Assistant

Georgia Southern University, Zach S. Henderson Library

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Name: Karen Heller

Position Number: 10013874

Classification Title: Staff Assistant

Library Title: Gifts Assistant

Direct Supervisor: Collection and Resource Services Department Head

Description: The Gifts Assistant is responsible for communicating with potential donors; receiving and evaluating donated materials as possible library collection additions; acknowledging donations; and documenting the receipt of gifts. The Gifts Assistant organizes gift materials for evaluation by Librarians as potential collection additions. This position is responsible for organizing fund-raising and free activities related to gift materials including an annual book sale and book giveaways in partnership with campus events.

Duties:

- Interacts with donors and potential donors and explains gift policies and types of gifts accepted including monographs, serials, and media.
- Receives and evaluates donated material by completing a routing slip for Librarian use in determining gift retention; notes holdings and circulation information to assist in decision making; prepares books for cataloging.
- Recommends appropriate duplicate copies for offer to Lane Library.
- Maintains gift donation statistics for annual reports.
- Submits gifts information to Administrative office to facilitate donor acknowledgement.
- Adds and maintains all gift receipts in Digital Commons for archival purposes.
- Coordinates the annual book sale and book donations for campus and community events and organizations.

Revised: 10/10/19