**Job Description: Library Media Specialist Graduate Assistant**

**Primary Responsibilities: Management of Collection / Library Materials**

* Managing library collection
	+ Adhere to established collection development policy
	+ Research and order new materials for IRC circulating collection
		- Browse catalogs, award-winning lists, and popular titles
		- Contact Faculty/Staff within EHHS schools and departments for recommendations and materials needed for programs
		- Maintain contact list of department heads
	+ Maintain annual budgeting documentation
	+ Catalog new materials in Softlink Liberty database using the Dewey Decimal System
		- Apply labels and shelve new materials.
	+ Act as liaison for fellow IRC staff while working with students searching collection
		- Be available to answer questions regarding IRC collection and main library
		- Be able to direct fellow IRC employees where to access materials in Liberty and on shelves
	+ Weed materials from library collection.
		- Adhere to established weeding process and policy
	+ Manage fine and overdue notices.
		- Print records and send email notices to patrons bi-weekly.
		- Maintain fine and overdue spreadsheet in Google drive.
		- Compile list of bursar charges to send to supervisor at the end of every semester.
	+ Create original and relevant book displays for within the IRC.
	+ Periodically check shelves to ensure that books are in correct order and items are in the correct places.
	+ Overlook 2-hour reserve system in filing cabinets.
* Manage filing systems.
	+ Patron forms.
	+ Current and prior material orders – print and digital
		- Be able to provide invoices for supervisor upon request
	+ Fingerprinting/Background check forms
* Manage and supervise undergraduate employees
	+ Meet with assigned employees weekly to coordinate tasks and projects
	+ Monitor and maintain professionalism and work ethic of undergraduate employees
* Special Projects
	+ Prepare and administer one-hour instructional workshop each semester on a tech or education based topic provided or approved by supervisor.
	+ Assist with planning, promotion, and implementation of Scholastic Book Fair during fall semester.
		- Create window display to match book fair theme.
		- Create flyers to be hung up and sent to all faculty/staff members.
		- Create email to be sent to whole college, and any other promotional materials.
		- Create staff schedule for week of fair.
		- Assist with set-up and tear down of fair.
		- Purchase books at the fair and with Scholastic dollars the following semester.
* Create Google Spreadsheet to record time log (20 hours per week, 300 hours per semester) and share with supervisor.
* Other duties as assigned.