

# PALO ALTO UNIVERSITY

Engaging Minds, Improving Lives.

## **Library Specialist I**

**Department:** Library and Academic Technology

### **JOB DESCRIPTION**

Under general supervision, performs advanced specialized library work in support of PAU Library services, including Interlibrary Loan, electronic resources support, circulation, technical services, acquisitions, processing, and copy cataloging.

This position is a generalist position with a wide variety of duties and tasks that vary from day to day and throughout the day. Some routines are part of the work, but variety and novelty are also a big part of the job, and comfort with both routine and adapting to variety within each day is important for success in this position.

Salary Range: \$50,000-\$60,000 per year depending on experience.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties.

#### **PUBLIC SERVICES**

1. Supports library operations.
  - a. Operates the Integrated Library System (ILS) (OCLC Worldshare/Discovery/Tipasa to provide Interlibrary Loan (ILL) services, circulate library materials, process holds, assist with inventory and collection development, perform bibliographic searches, and maintain Course Reserves (CR).
  - b. Directs the activities of student assistants as assigned.
  - c. Assists with the development of library policies, manuals, research guides, and workflows.
  - d. Performs general office support and clerical tasks.
  - e. Compiles statistical data..
2. Staffs the circulation desk:
  - a. Opens and closes the library as needed.
  - b. Answers general directional questions and provides information regarding library services and policies.

- c. Answers general reference questions.
  - d. Assists library users with electronic search platforms and other library technology tools.
  - e. Refers library users with more complex information and research needs to the appropriate librarian.
  - f. Deals with difficult library users and assists with problem resolution.
  - g. Identifies, troubleshoots, and refers related technical and operational issues as needed for resolution.
  - h. Maintains an inventory of supplies and replenishes as necessary.
3. Performs related work as assigned.

#### TECHNICAL SERVICES

1. Processes library materials for circulation, storage, and preservation.
2. Processes discarded library materials.
3. Performs copy cataloging of library materials.
4. Corrects catalog records.
5. Assists with maintenance of electronic resources databases.
6. Compiles statistical data, resolves discrepancies, and monitors accuracy of links and bibliographic information related to electronic resources.
7. Proofreads and processes doctoral dissertation drafts and communicates with dissertation students to ensure proper formatting is used.
8. Prepares dissertations for binding.
9. Checks electronic dissertation submissions for correctness and sends electronic dissertations to publisher.
10. Assists with materials selection and purchasing.
11. Assists with organizing and displaying library materials.
12. Performs related work as assigned.

#### KNOWLEDGE AND ABILITIES

##### KNOWLEDGE REQUIRED/STRONGLY PREFERRED

1. Library terminology and basic practices related to public services and technical services operations and support in an academic research library.
2. Equipment and systems used in the library and general office work.
3. Computer user applications and software programs used in library support work, including MS Word and MS Excel as well as Google Drive, Google Docs, and Google Sheets.
4. Techniques and methods for dealing with difficult situations involving hostile and/or disorderly individuals.
5. Concepts and disciplines within the behavioral sciences and health sciences.

#### SKILL IN:

1. Using sound independent judgment within established guidelines.
2. Performing technical services and public services support work involving the use of computer workstations and software programs.
3. Providing library services including cataloging, circulation, and interlibrary loan.
4. Performing office support work, including typing and filing.
5. Operating standard office equipment including computer workstations and printers/scanners.
6. Dealing tactfully and effectively with a variety of individuals including library users, library staff, and university employees.
7. Performing basic reference work.

#### MINIMUM QUALIFICATIONS

Experience with Interlibrary Loan (ILL). Experience with book, serials, and media processing. Experience with computers, copy machines, and scanners. Experience with Integrated Library Systems and Discovery Layers. Excellent attention to detail. Ability to work independently and carry out duties in a timely manner. Ability to prioritize duties when faced with interruptions, distractions, and fluctuating workload. Excellent verbal and written communication skills. Excellent interpersonal skills with a diverse group of individuals at all organizational levels, both inside and outside the University. Comfort with technology and ability to learn new procedures and new technologies with ease. Ability to work effectively as part of a team and willing to creatively contribute new ideas to improve processes and procedures.

1. Bachelor's degree from an accredited college or university or extensive experience in library operations.
2. Five years of prior experience in technical services and public services in an academic library.
3. Interest or experience in behavioral or health sciences.

#### PHYSICAL REQUIREMENTS:

- Ability to lift books that are up to 10 pounds and lift boxes up to 40 lbs.
- Ability to pick up items from floor, stand on stools and ladders, and reach low and high to grasp books and other items on shelves.
- Ability to push a library book cart.

#### TO APPLY OR FOR MORE INFORMATION:

Contact Scott Hines, University Librarian, at [shines@paloptou.edu](mailto:shines@paloptou.edu)  
650-433-3855