As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers and a dynamic community of faculty and students.

**SERIALS AND ACQUISITIONS ASSISTANT**

**(TEMPORARY)**

Library Assistant IV

Law Library

**Classification:** 1130 / Library Assistant IV / Full Time / Non-Exempt / Temporary

**Rate of Pay:** $21/hour

**Posting Date:** April 12, 2013

**THE ROLE**

Under the general supervision of the Assistant Technical Services Librarian, the Serials and Acquisitions Assistant is responsible for serials and continuations control, ordering, receiving, claiming and physical management of library information resources. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.

**RESPONSIBILITIES**

Typical duties and responsibilities consist of, but are not limited to, the following:

**Serials and Continuations Control**
- Receives and checks in serials and continuations into the library management system.
- Annotates records in the library management system.
- Monitors and provides notification of title and publication changes for serials and continuations received by the library.
- Creates holdings and item records in the library management system.
- Maintains library holdings data for serials and continuations.
- Maintains library routing lists, communicates with faculty and staff to return routed materials and updates patron data.
- Completes physical processing of library research resources.
- Weeds, withdraws and replaces library research materials from the shelf when superseded or no longer current.
- Assists with locating missing or lost library research resources.
- Records statistical information about library information resources.

**Acquisitions**
- Places orders for new library research materials.
- Assists in loading bibliographic and order records data.
- Annotates records in the library management system.
- Claims unfilled orders for standing orders, subscriptions and new library research materials.
- Processes holds and notifications for requested new research materials.
- Assists the Budget Coordinator with invoice reconciliation for payment of library research materials.
Compiles selection lists for library collection development decisions. Records statistical information about library information resources. Opens and distributes library mail.

Bindery Coordination
Prepares serials and continuations for bindery and updates checkin records to indicate bindery shipment period. Prepares documentation for monthly bindery shipments. Processes items received from bindery, creates item records, updates checkin receipt records and updates holdings. Delivers and retrieves bindery trucks to building shipping and receiving. Performs other duties as assigned.

REQUIREMENTS

EDUCATION and EXPERIENCE
- Bachelor’s degree preferred
- A minimum of 4 years of academic or public law library technical services department experience is required.
- Familiarity with Innovative Interfaces’ Millennium or Sierra system preferred.

KNOWLEDGE, SKILLS and ABILITIES
- Ability to work well with individuals at all organizational levels.
- Must be flexible and able to manage effectively multiple priorities and adapt to constantly changing priorities.
- Ability to move book carts up to 20 pounds and to pull materials from shelves and re-shelve them.

THE HIRING PROCESS
To apply, go to:

Failure to provide the information as required on the application form including attaching a cover letter and a resume may immediately disqualify an applicant from employment consideration.

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer