JOB POSTING

Serials Librarian
Full-time; $13-14/hour; 35 hour work week
Sundays and some evening hours required

The Serials Librarian is responsible for maintaining the library’s print journal collection and Curriculum Library and also attends to the circulation desk during morning and weekend hours. The Serials Librarian reports directly to the Library Director.

This position requires a bachelor’s degree, as well as excellent reading ability, good organizational and communication skills and a general knowledge of office equipment. The Serials Librarian must be customer service-oriented and be able to attend to the circulation desk, assist patrons and answer phones as is necessary. The ability to stand, stretch, moves carts and lift boxes of books and periodicals is required.

It is the responsibility of the Serials Librarian to:

1. Check in new issues of journals using the Kardex system.
2. Update serials holdings list, printing hard copies for in-library use and sending changes to campus webmaster for inclusion on library website on a regular basis.
3. Shelve and label print journal collection.
4. Claim missing issues of periodicals using web-based software from EBSCO, the library’s periodicals vendor.
5. Prepare journals for binding.
6. Monitor OhioLINK’s Duplicate Exchange listserv in order to supplement print holdings or fill in gaps in the library’s journal collection.
7. Attend to circulation desk and perform related duties, offering general library service in the absence of other library personnel.
8. Organize and shelve Curriculum Library materials.
9. Perform other duties as assigned by the Library Director.

To be considered for this position please submit a cover letter and resume to: careers@ndc.edu