**Veterinary Library Assistant**

Position Description:

**Organization:** Veterinary Medical Library

**Position Objectives:** The Library Assistant will assist the library staff in maintaining the quality and integrity of the Veterinary Medical Library. They will aid the librarians in maintaining all library collections and library circulations.

**Responsibilities:** This student is responsible for having an in-depth knowledge of library circulation, Alma, the campus-wide circulation program, SearchIt/Primo, and collections locations. Additionally, the Library Assistant must have a thorough understanding of collection management which requires extensive knowledge of the Library of Congress system, shelving specifications, and bibliographic records. This student will also have great searching capabilities with databases such as PubMed and CABI Abstracts.

The Library Assistant will also be responsible for fielding reference questions, assisting students, faculty, staff, and non-university patrons, and assisting with daily operations of the Veterinary Medical Library.

The Library Assistant will assist in daily library operations to further assist veterinary students, faculty, staff, and non-university patrons. Such tasks consist of, but are not limited to: assisting students in locating library materials, assisting patrons in submitting Interlibrary Loan and resource requests, circulation of library materials, attending the library desk, answering the phone, and maintaining the Veterinary Medical Library email.

**Library Circulations and Database Skills Learned:**

* Extensive and thorough understanding of the Library of Congress call number system
* Extensive knowledge of the Veterinary Medical Library collections (monographs, history, serials, periodicals, oversized, archive, reserves, and references)
* Thorough knowledge of the Alma system including the repository search, course reserves materials and reading lists, patron accounts, fulfillment notes, and resource requests
* Extensive search skills within SearchIt/Primo
* Significant knowledge with database searching within databases like PubMed and CABI Abstracts
* Thorough knowledge of Interlibrary Loans
* Exemplary skills in fielding and assisting with patron’s reference questions
* Retain a broad internet and electronic knowledge to troubleshoot and maintain electronic checkout equipment
* Comprehensive knowledge of Kansas State Library staff members, offices, and departments
* Ability to assess materials that are damaged or needs attending to and know whom to contact and where to send materials
* Ability to maintain collections, library resources, and other materials through circulation

**Library Office Skills Learned:**

* Exemplarily problem solving skills
* Meticulous attention to detail
* Stellar client service skills relating to email responses, phone conversations, and patron inquiries
* Solid application of monetary skills like taking payments, adding money to Print Accounts, and using Quickbooks for invoicing
* Readiness and willingness to assist in office duties to maintain the integrity of the Veterinary Medical Library, its appearance, and its reliability
* Ability to thoroughly check inventory of office supplies, coffee supplies, and print graphic supplies and relate to appropriate personnel when items need to be replaced, restored, or added to
* Meticulously maintain Veterinary Library email for any scan requests, patron requests, or to help field patron questions to correct person(s)
* Meticulously maintain Veterinary Library Outlook electronic checkout calendar as well as thoroughly checking the Conference Room and LibCal calendars for events, meetings, or other scheduled events in a timely fashion

**Library Hours and Information:**

The library is open to the general public, students, faculty, and staff of K-State Monday thru Friday, 8:00 a.m. to 5:00 p.m. Additionally, we are open to CVM students, faculty, and staff during and after normal business hours:

* Monday thru Thursday: 8:00 a.m. to 10:00 p.m.
* Friday: 8:00 a.m. to 5:00 p.m.
* Saturday: Closed
* Sunday: 2:00 p.m. to 10:00 p.m.

Our student employees staff the desk with full-time staff members during the day and independently at night and on the weekends.

We are open during university breaks (however, we’re closed on certain holidays). Our students typically work over break on occasion.

The schedule is created as a fixed schedule and does not flex throughout the semester.

**Qualifications:**   
***Required Skills:***   
--Exceptional customer service with friendly, inviting, and dedicated personality  
--Excellent written and oral communications skills  
--Excellent work ethic (punctuality and reliability)  
--Exceptional time management skills

--Ability to work both independently and as a team  
--Dedication to learning new technologies and skills  
--Ability to multi-task and function in a fast-paced environment

***Helpful Skills:***

--Computer skills such as working the Microsoft Office, Adobe, Quickbooks, and Outlook  
--Library Experience (Library of Congress knowledge, database searching, Search It)  
--Print Graphics/Copy Center experience  
--General office experience