

Visiting Assistant Librarian  
University at Buffalo, The State University of New York

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Posted Jan. 26, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Visiting Assistant Librarian
<b>Department</b>	University Libraries
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Library
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47771">https://www.ubjobs.buffalo.edu/postings/47771</a>

**Apply By Email**

**Job Description**

The [University at Buffalo Libraries](#) are accepting applications in a continuous recruitment effort to fill current and future Visiting Assistant Librarian positions. These non-tenure track assignments will be filled as full- or part-time positions depending on operational needs. Appointments are expected to last one to three years and are reviewed for renewal on an annual basis. The campus and library unit will vary based on the assignment.

As a Visiting Assistant Librarian, you may perform a variety of duties including:

- Teaching workshops and classes to undergraduate and graduate students within academic departments and for the Libraries.
- Assisting with the Libraries' scholarly publishing and open education resource initiatives.
- Surveying, arranging, describing, and processing institutional and manuscript collections according to Describing Archives: A Content Standard (DACS).

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- Identifying missing or incomplete accession documentation for collections including, but not limited to, deeds of gift, deposit status, and memorandums of understanding.
- Performing original and/or copy cataloging of material creating holding and item records utilizing OCLC, the international bibliographic utility, and Ex Libris Alma, the library services platform.
- Assisting with bibliographic maintenance duties in Ex Libris Alma including withdrawals of print material, record corrections, and updating of records for collection moves.
- Processing library material acquisitions in a variety of formats.
- Processing patron borrowing and lending requests using OCLC's ILLiad; searching and verifying bibliographic information related to requests.
- Providing reference services to library clientele using print, electronic and web-based information.
- Assisting in facilitating and/or conducting end-user searches.
- Gathering, organizing, and evaluating electronic resource licensing information, adding license data into Ex Libris Alma and digitizing paper-based licenses.

The University Libraries is a welcoming multicultural environment that serves an increasingly diverse constituency of patrons. Our employees, services, collections, and policies honor and reflect this diversity and we invite individuals to apply whose perspectives and experiences will enrichen and strengthen our organization.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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