

NRLF Library Assistant (6761C), Library Administration -
65272

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=231287>

Downloaded On: May. 9, 2024 9:03am

Posted Feb. 23, 2024, set to expire Jun. 30, 2024

Job Title NRLF Library Assistant (6761C), Library
Administration - 65272

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Feb. 23, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Library

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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Northern Regional Library Facility (NRLF) is a cooperative high-density shelving facility for library materials belonging to the UC libraries in California. It is one of two shared facilities developed to store, preserve, and provide access to low-use library collections. It is administered by the UCB Library. The Access Services and Deposit Services units are administrative units at the NRLF.

Responsibilities

Retrieval, Sorting, Refiling, and Stacks Maintenance:

- Using tablets, book trucks, ladders, and step stools, take requested books from storage areas and place them on book carts.
- Compare items against supplied pick lists or request forms to verify correct retrieval.
- Following established preservation selection principles, inspect books and determine if items are suitable for scanning or lending.
- Refer potential rejections to supervisor or work leader.

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- Check specific locations within NRLF for items not found on shelf.
- Sort material by workflow destination and deliver to appropriate desk.
- Assure that books are arranged in specified order on the carts.
- Respond to public address system calls to retrieve material for on-site users.
- Sort returned material onto sorting shelves.
- Prepare trucks of material for refiling according to NRLF guidelines.
- Refile material in proper location on shelf.
- Verify the placement of shelved material.
- Assist in maintaining the security of the building and its contents by notifying supervisor or Operations Manager of equipment, items, or infrastructure needing repair.

Document Delivery:

- Scan articles from journal titles, conference papers, proceedings, etc. for electronic document delivery to end users at other academic institutions and libraries.
- Follow established scanning procedures, guidelines, and standards to ensure high quality product using flatbed, overhead, and microform scanners.
- Participate in the review and revision of existing procedures, standards, and quality criteria.

Preparing Outgoing and Processing Incoming Material:

- Package material and load bins and carts for transport, using protective covers as appropriate.
- Take outgoing carts from holding area to loading dock staging area just prior to arrival of transport truck and take incoming carts back to the returns processing area.
- Process returned material by unloading book carts and unpacking shipments, and examine items for potential damage during transport, during scanning, or by patrons.

Public Service Desk:

- Greet visitors and direct them appropriately.
- Provide limited reference and information services.
- Verify patron eligibility and assist onsite patrons with library catalogs, electronic databases, and library equipment such as microform readers and book scanners.
- Answer the telephone and transfer calls.
- Arrange for stacks retrieval of material for on-site use and perform basic circulation/fulfillment functions in Alma.

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- Accurately recognize holds, recalls and notes displaying during the check-out/in process.
- Route material accordingly.
- Refer problems to Library Assistant 3 or supervisor as appropriate.

New Deposit Accessioning and Database Maintenance:

- Validate new deposit candidate material against corresponding supplied metadata to confirm matching fields.
- Reject books in a state of extreme physical deterioration, some cases of duplication, items with incorrect bibliographic records and certain classes of mis-marked items.
- For items passing validation, create or modify the existing records to reflect NRLF-specific information.
- Ensure that all data is input correctly and that the record matches the guidelines set by NRLF.
- May verify previously keyed items for accuracy of bibliographic and item records.
- Measure and sort accepted materials into storage containers by size. Count, record, and scan item barcodes to commit them to storage trays in the inventory management system.
- Refer questions to the supervisor, work leader, or designated staff and consult for help with more complex problems.
- Complete processing, statistics, and rejection forms.
- May perform records maintenance and work on record clean-up projects and other cataloging projects as assigned by the supervisor.
- Assist the Shared Print Library Assistant as needed to verify issue completion of contributed titles and otherwise determine acceptable contributions.

Data Entry and Statistics Management:

- Maintain statistical forms using spreadsheet software by tracking and recording individual task completion statistics.

Required Qualifications

- Ability to read, write, and follow oral and written instructions in English.
- Basic ability to use a Windows PC and Windows-based tablet.
- Basic experience with email, word processing, and spreadsheet software.
- Ability to communicate effectively with colleagues as well as with the public by phone, email, and in person in a professional manner.

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- Demonstrated ability to do precise and detailed work quickly and accurately.
- Ability to work in the stacks and at a computer for extended periods.

Preferred Qualifications

- Knowledge of bibliographic record standards.
- Experience with library circulation/fulfillment functions using an integrated library system (preferably Alma).
- Familiarity with basic bibliographic searching techniques.
- Knowledge of preservation selection principles.
- Experience using scanners, microfilm readers, and other library-related equipment.
- Experience with digital scanning and electronic document processing software functionality.
- Experience with inventory management system (IMS) software.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$22.74 (step 1.0).

- This is an 18-month, 100%, full-time (40 hours per week), limited (temporary) position that is eligible for UC benefits.
- This position is non-exempt and paid bi-weekly.
- Article 28.B.5.b: The position into which the employee is hired is not an "ongoing" position, in that the position is established and funded for 18 months or less at any percent of time. In the event

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the position is funded beyond 18 months, the limited appointee shall be converted to career retroactive to the first of the month following attainment of 1000 hours; except that nothing in this subparagraph precludes the University from releasing the limited appointee prior to the effective date of the funding extension.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

This position is located at the Northern Regional Library Facility in the Richmond Field Station, not on the main UC Berkeley campus.

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

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To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

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

Contact

N/A

University of California, Berkeley

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