

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

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Posted Dec. 5, 2019, set to expire Apr. 5, 2020

<b>Job Title</b>	Assistant Librarian
<b>Department</b>	University Libraries - Vpul
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 5, 2019
<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="http://www.ubjobs.buffalo.edu/postings/22828">http://www.ubjobs.buffalo.edu/postings/22828</a>

**Apply By Email**

**Job Description**

The University at Buffalo Libraries is accepting applications in a continuous recruitment effort to fill current and future temporary Assistant Librarian positions.

Applicants will be contacted on an as-needed basis to fill temporary positions that range in duration from three (3) months to one (1) year. Positions may be filled on a part-time (less than 37.5 hours per week) or full-time (37.5 hours per week) basis. Campus and library unit will vary depending on the assignment. Salary: \$21.22 - \$25.00 per hour based on experience and duties assigned.

As an Assistant Librarian, you may perform a variety of duties that could include any of the following. This depends on the Libraries' operational needs at the time of hire.

- Provide reference services to library clientele using print, electronic and web-based information;
- Assist in facilitating and/or conducting end-user searches;
- Survey, arrange, describe, and process institutional and manuscript collections according to standard

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archival practices for DACS;

- Identify missing or incomplete accession documentation for collections including, but not limited to, deeds of gift, deposit status, and memos of understanding;
- Teach workshops and classes to undergraduate and graduate students within academic departments and for the Libraries;
- Perform original and/or copy cataloging of material, create holdings and item records utilizing OCLC, the international bibliographic utility, and Ex Libris Alma, the library services platform;
- Provide services in support of the Libraries' open educational program;
- Assist with the Libraries' scholarly publishing initiatives;
- Assist with bibliographic maintenance duties in Ex Libris Alma including withdrawals of print material, record corrections, and updating of holdings records for collection moves;
- Assist with library material acquisitions;
- Process patron borrowing and lending requests using OCLC's ILLiad; search and verify bibliographic information related to requests;
- Gather, organize, and evaluate electronic resource licensing information, adding license data into Ex Libris Alma and digitizing paper-based licenses.

### Contact Information

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

### Contact