

Temporary Library Acquisitions and Cataloging Technician Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=241719>

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Posted Jul. 18, 2024, set to expire Nov. 14, 2024

Job Title	Temporary Library Acquisitions and Cataloging Technician
Department	Scholarly Communication & Open Strategies
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jul. 18, 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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JOB TITLE

Temporary Library Acquisitions and Cataloging Technician

LOCATION

DEPARTMENT NAME

Scholarly Communication & Open Strategies - JM

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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This position will help acquire, process, maintain and withdraw library resources/materials in various formats.

JOB DESCRIPTION

Responsibilities:

- Process orders for library materials
- Receive and end-process orders and gifts approved by manager
- Copy-cataloging of routine materials in all formats
- Withdrawal of materials from shelves and catalog
- Maintenance of library catalog records and physical items (e.g. replacing labels/call numbers; minor repairs)
- Various administrative and special projects, as assigned

FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Temporary-Library-Acquisitions-and-Cataloging-Technician_R0002881

About WPI

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WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a

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place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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