

Library Assistant (6761C), Library Administration - 78968
University of California, Berkeley

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Posted Jul. 15, 2025, set to expire Nov. 1, 2025

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| Job Title | Library Assistant (6761C), Library Administration - 78968 |
| Department | |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Jul. 15, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Library |
| Apply Online Here | https://apptrkr.com/6359825 |

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

Position Summary

This position supports the following activities at NRLF: book digitization projects; remote physical lending, electronic document delivery, and on-site access services; technical processing of new deposits, shared print archive building, and database maintenance projects.

Application Review Date

The First Review Date for this job is: 07/11/2025.

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.

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- Refer potential rejections to supervisor or work leader.
- 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.
- Accurately recognize holds, recalls and notes displaying during the check-out/in process.

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- 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.
- Demonstrated ability to do precise and detailed work quickly and accurately.

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- Ability to work in the stacks and at a computer for extended periods.
- Knowledge of bibliographic record standards.
- Applicants for positions in the Library Assistant series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

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 hourly range that the University reasonably expects to pay for this position is

- This appointment is expected to end on or around 04/24/2026.
- This is a full-time, temporary position at (40 hrs a week).
- This is a non-exempt, biweekly-paid position.

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How to Apply

- To apply, please submit your resume and cover letter.

Other Information

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>

Article 28.B.2b. These positions will be funded for under 18 months.

- This is not a visa opportunity.
- This recruitment has multiple openings.
- Vehicle parking at NRLF is free.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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