

University of Houston – Clear Lake

Position Description

Job Title: **Library Technician - Serials**

Job Code: **5416**

Pay Grade: **070**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associates degree or two years (60 hrs) of college credit completed.	
Experience	Two years library experience.	One year of library serials experience. Experience with an automated library system.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Library Technician - Serials is responsible for the daily receiving of all serial subscriptions. The incumbent creates database records for all bound periodicals and added volumes. This position is responsible for management of the current periodicals area, creating labels, barcodes and item records for titles added and removing those no longer received. Also responsible for monitoring a remotely accessed database for obtaining missing issues. This employee participates in serials check-in, processing and bindery preparation.

Duties and responsibilities	% Time
Checks in publisher bound volumes and creates an item record for each. Pulls and withdraws superseded items. (All steps are real-time computer activities using the automated library system).	25
Add newly bound volumes to database, creating an item record for each. (Real-time computer related task using automated library system).	25
Locates and collates all items to be sent to binder; assist with preparation of bindery shipment.	20
Checks Bacserv several times daily (remotely accessed serials bank) for missing issues to complete volumes (requires monitoring a real-time, remotely accessed website, being familiar with our needs and to postings quickly).	15
Changing status in database on books coming back from the bindery. Keeps labels in current periodicals up to date, adding new titles, creating item record for internal use and pulling labels for cancelled ones. Process and distribute new journal issues and microfilm shipments. Backup for newspapers and mail; label preparation; serials check-in (last two require a specific knowledge of automated serials module and an OCLC label software package). Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.