Stacks Specialist

Department: LITS: Stacks
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

The Emory Libraries seek an energetic, service-oriented and collaborative professional to serve as the Stacks Specialist in the Robert W. Woodruff Library.

University Job Summary Statement

Performs a variety of routine tasks associated with providing specific user services for the university and external community (e.g. circulating materials, verifying user status, communicating library policies, and organizing materials for public use) using a knowledge of on-line databases. Responds to requests from university and external users for information and circulation transactions. Communicates library policies/procedures to user community. Organizes materials for shelving or prepares materials for loan, reserves or other user services. Collects fines/fees. Maintains required record-keeping. Provides direction to student staff members. Performs related responsibilities as required.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Library Position Summary

Reporting to the Stacks and Storage Team leader, the Stacks Specialist works with the Stacks Team to manage the circulation, density and placement of physical materials for the Woodruff Library. Specific duties will include:

- Supervises and participates in basic Stacks Team daily operations:
  - Emptying book drops located in Woodruff Library
  - Discharging material and routing it to correct location/library
  - Reviewing materials for damage and routing to Preservation for repair
  - Sorting material into general call number categories in stacks-office area
  - Ordering material in stack-tower re-shelving areas and placing on book carts for shelving
  - Shelving material in stack tower
  - Picking up discarded material on all stack tower floors and levels 1-3
  - Shelf-reading material in the stack tower to check call number accuracy and straighten shelves. Record shelving errors.
  - Measuring new acquisitions to accurately record collection growth
  - Pulling patron requests for Oxford and Universal delivery (delivering items to patron’s library of choice)
• Assists patrons by locating physical items, helping them acquire books in-process, and fixing basic compact shelving malfunctions
• Collaborates with other Stacks supervisors to manage team projects, daily workflow, and end-of-the-semester crunch periods.
• Supports and provides backup for other Stacks supervisors as needed:
• Assists Operations Supervisor with training and follow-up for new student workers.
• Assists Shifting Supervisor with space management and shift planning.
• Assists Data and Quality Management Supervisor with stack tower transfers and quality control processes, including claims returned and missing searches.
• Orders, shelves and pulls New Books, Current Periodicals, and McNaughtons.
• Selects and processes volumes for New Books display.
• Shelves and maintains the Center for Faculty Development and Excellence collection.
• Selects and trains students to work specifically with Current Periodicals, New Books, and McNaughtons.
• Compiles statistics on student work and patron use of periodicals.
• Plans and executes shifts to balance and make more effective use of shelf space in the Matheson Reading Room.
• Assists patrons and other library staff with locating materials included in the Discrete Collections.
• Prepares storage transfers and de-accession pull lists according to pre-approved parameters determined by Collection Management and other library units.
• Coordinates movement of all materials transferred from the onsite collections to the Storage Library by pulling materials, updating holding records, and packing items for pick up by the Storage Team.
• Assists Collection Management with coordinating large collection moves to be executed by outside movers.
• Works with Technical Services and the Core Applications Team to evaluate and fix fallout and errors created during large collection moves.

University Minimum Required Qualifications

One year of college. One year of related experience.

*Emory is an Equal Employment Opportunity/Affirmative Action employer. Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any other factor that is prohibited consideration under applicable law.*

Library Required Qualifications

*These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.*

• Two years of relevant library experience
• Thorough knowledge of Library of Congress or other classification systems. Ability to sort and order materials efficiently.
• Attention to detail, demonstrated capacity for carrying out tasks in an accurate and timely manner, and ability to check own work for accuracy.
• Strong customer service skills and commitment to proving service effectively in a diverse environment.
• Ability to initiate and maintain cooperative working relationships with co-workers, supervisors, and managers and with other libraries. Ability to work harmoniously and as a team player, thrive in a team-based environment, and skill in fostering teamwork among others.
• Ability to work independently and follow through on tasks with minimal direction.
• Ability to manage and prioritize tasks and perform effectively in a fast-paced environment with a fluctuating workload and frequent distractions and interruptions.
• Sound judgment and ability to analyze information and solve problems within the scope of his/her responsibilities.
• Demonstrated proficiency and capabilities with personal computers and standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software and with the Web.
• Must be able to lift up to 30 pounds. Must be able to push heavy book trucks, move and unpack boxes.

Library Preferred Qualifications

• Experience working with discrete collections
• Experience with space planning, shifting and moving collections

Applications/resumes must be submitted online through Emory Careers and looking for job posting #61087BR. Please include a letter of interest along with your resume. For more information, contact Nydia Charles-Huggins at (404) 727-6885, necharl@emory.edu.