Binding Specialist

Department: LITS: Electr Content Resources, Robert W. Woodruff Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately (PART-TIME, 2-YEAR APPT, 20 HOURS PER WEEK)

Job Description

Reporting to the Head of Electronic & Continuing Resources (ECR), the specialist supports binding services and print serials management operations in the Electronic and Continuing Resources team. This position is responsible for binding operations for serials and monographs, conducting business and tracking activity with Emory Libraries’ contractor. This position contributes to operations in the print serials workflow related to check-in and subscription record and holdings maintenance to maintain currency and accuracy of serial holdings information represented in the ILS and to prevent growth in the backlog of currently received print titles.

Professional Responsibilities

1. Bindery Responsibilities
   1. Oversee and participate in all binding operations for all Emory Libraries including the resolution of bibliographic and other problems related to binding.
   2. Perform binding tasks including using the ABLE online database, collecting and prepping materials for the bindery; updating item records and claiming and obtaining missing serial back issues.
   3. Perform quality control on items returned from the bindery.
   4. Serve as resource person for all the university libraries, consulting with and advising staff about library binding issues.
   5. Receive invoices from Bindery contractor, reviewing them for errors and creating Purchase Orders in the Library Unified Resource Management system for payment.
   6. Respond to and resolves customer inquiries received, including those from various listservs.
   7. Record daily, monthly, quarterly and annual statistics and metrics for bindery material and prepare various reports when needed.
   8. Independently resolve complex problems related to the daily and project work of the team and resolve discrepancies and problems relating to binding and serials.
   9. Maintain documentation of binding control processes and operations.
2. Serials Responsibilities
   1. Support print serials daily workflow maintaining serial items and holding records.
   2. Receive and check-in library serials.
   3. Perform print serials management tasks such as creating and editing serial patterns and subscription records.

3. Other Responsibilities
   1. Learn and perform other duties as needed to accomplish the goals of the team and the library, recognizing that job responsibilities will continue to evolve as organizational priorities change and technology advances.
   2. Attends and participates in divisional and team meetings to support the changing environment of the library and workflow processes.
   3. Attends continuing education workshops and seminars as needed.
   4. Performs other job-related tasks as assigned by supervisor.

Library Required Qualifications

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

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

Library Preferred Qualifications

- Experience in an academic library setting.

University Job Description

Performs complex resources management operations (e.g. searching, ordering, receiving, claiming, paying for, and preparing for binding library materials) using specialized knowledge of online databases, microcomputer applications, and complex reference tools. Responds to inquiries from faculty, staff, and students regarding orders. May search local, national, and commercial databases and create bibliographic/order records in the local online system. May oversee receipt and check-in of library materials and prepare materials for binding. May hire, train, and supervise student staff. Performs related responsibilities as required.
University Minimum Qualifications

Bachelor's degree in a related field and two years of related experience, OR equivalent combination of experience, education, and training. May require computer skills, special skills, or proficiency in a foreign language.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://staff-emory.icims.com/jobs/26984/binding-specialist/job

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.