Stacks Transfer & Data Management Specialist, Sr.

Department: LITS: Stacks & Science, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

Reporting to the Stacks & Science Commons Manager, the Transfer & Data Management Specialist, Sr. joins with the rest of the Stacks team in the daily tasks required to manage the organization and density of the Woodruff Library general collections and in assisting patrons to access material housed in those collections. In addition, the Transfer & Data Management Specialist, Sr. has primary responsibility for coordinating the ongoing transfer of Woodruff Library materials to the Emory-Georgia Tech Library Service Center (LSC); gathering and reporting statistics required by the Stacks team and other library units in support of workflow management and decision making; and ensuring accurate and timely fulfillment of Emory & Georgia Tech patron requests for delivery of Woodruff Library materials to the library of their choice.

Professional Responsibilities

A. Library Material Transfers

1. Produces pull-lists of items to be transferred to the Library Service Center (LSC) or de-accessioned from Woodruff Library collections, according to parameters approved by Library Cabinet.
2. Coordinates and participates in the transfer of materials from Woodruff Library collections to the Library Service Center (LSC), including pulling materials, updating holding records, and packing items for pick up by LSC staff.
3. Assists in coordinating large collection moves, including working with Resource Services and Library Core Systems to evaluate and fix fallout and errors created during such moves

B. Data Management and quality control

1. Monitors Stacks student employee hours on a weekly basis and works with other team members to ensure the team is operating within its annual student employee budget.
2. Compiles data on patron use of the collection on a daily, monthly, and yearly basis. Maintains and updates the Stacks Team statistical dashboard on at least a monthly basis.
3. Coordinates yearly measuring of the general collection.
4. Compiles space-related collection metrics including the Woodruff Library’s acquisition rate, de-accession rate, and current collection densities and provides projections of collection growth for use within the Access and Resource Services Division and by other library units.
5. Maintains process maps and documentation for Stacks team processes and projects.
6. Works with Library Core Systems to automate Stacks processes and to maintain the functionality of such automations.
7. Creates, schedules, and manages ILS (Alma Analytics) reports for Access Services.
8. Conducts weekly quality control analyses to ensure the effectiveness of Stacks work processes, including monitoring Alma in-transit borrowers to verify that items moving between libraries are being handled in an accurate and timely way, and shelf-reading reports to verify accuracy and to ensure that shelf-reading of the entire general collection is conducted on an annual basis.

9. Troubleshoots items with cataloging or marking issues, such as incorrect call numbers, item locations, and incomplete or missing bibliographic records, and takes appropriate action to resolve these issues.

C. Core Team Responsibilities

1) Participates in daily Stacks Team responsibilities, including:
   b. Picking up library and other materials found out of place in the stack tower, Matheson Reading Room and on levels 1-3.
   c. Discharging returned/found items and routing them to the correct location/library.
   d. Reviewing items for damage and routing them to Conservation for repair, if needed.
   e. Sorting items into general call number categories/classes in the Stacks office area.
   f. Ordering and shelving items in the Woodruff stack tower.
   g. Shelf-reading for call number accuracy, including straightening and re-shelving items, as needed, and recording shelving errors.
   h. Measuring new acquisitions to accurately record collection growth.

2. Assists patrons by locating physical items, helping them obtain in-process items, and/or fixing basic compact shelving malfunctions, as needed.

3. Collaborates with other Stacks Team members to manage daily workflow, team projects, end-of-the-semester crunch periods and to provide backup during staff absences, as needed.

D. Patron request fulfillment

1. Coordinates and participates in daily pulling and delivery of items requested from Woodruff Library by Emory faculty and staff, Oxford Library patrons, and Georgia Tech patrons.
2. Coordinates and participates in daily searches for missing items, claims-returned items, and lost items.
3. Conducts full investigations of all failed final searches before compiling and sending lists of lost items to appropriate units for decisions about replacing the items or withdrawing them from the library catalog.
4. Pulls items from Woodruff Library collections to fill requests from other Access Services units, as needed.

E. Student Supervisor Responsibilities

1. Serves as a designated Student Supervisor for a unit, department, or work assignment.
2. Works closely with unit or department head and LITS Human Resources (LHR) in areas of recruitment, hiring, orientation, training, supervision, and evaluation of student employees. Adheres to policies and procedures as defined in the Student Supervisor’s handbook to ensure appropriate student employment forms are submitted to LHR. Attends student supervisory training when offered to be informed of policy and procedural updates.
3. Coaches, mentors, and counsels student employees to ensure that they have the opportunity to develop broad knowledge of library operations and services as well as specialized skills. Develops and provides specific training to student employees within a department.
4. Develops and maintains up-to-date student employee job descriptions within a department. Submits requests for new student assistants to LHR in a timely manner. Works collaboratively
with LHR to ensure student employees are reclassified at the appropriate levels and times. Responsible for submitting appropriate documentation as it relates to student employment to LHR in a timely manner.

5. Conducts performance evaluations at 6 weeks (new students), end of spring semester, and/or at the time of resignation for their student employees. Reviews performance evaluation with student employees and ensures that the performance evaluations are submitted to LHR in a timely manner and are in accordance with the campus and library policy.

6. Establishes and maintains communications with student employees to facilitate the work of the library and ensure student employees are informed of library activities and initiatives.

7. Reviews Time and Attendance (TAS) clocking transaction reports to ensure designated telephones are being used to clock in/out. Approves/Denies TAS exceptions by 10:00am on a Payroll Monday. Works closely with student employees and student timekeeper to resolve timecard issues. Cross-checks manual student employee timesheets to substantiate submitted TAS exceptions.

8. Consults with LHR on student-related employee performance issues.

9. Reviews student allocation reports for each pay period to ensure no year-end deficits or surpluses and notifies LHR of any discrepancies.

**Library Required Qualifications**

Bachelor's degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training. Requires one or more of the following: computer skills, special skills or a proficiency in a foreign language.

- Two years of relevant library experience
- Thorough knowledge of Library of Congress or other complex classification system(s).
- Attention to detail, demonstrated capacity for carrying out tasks, including sorting and ordering library materials, in an accurate and timely manner, and ability to check own work for accuracy.
- 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.
- 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.
- 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.
- 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.
- 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 willing and able to lift up to 30 pounds. Must be willing and able to push heavy book trucks, move and unpack boxes and/or bins of library material.
Required for Supervisory & Managerial Positions

- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary. Ability to be proactive, flexible, and collaborative as a supervisor in order to accomplish departmental, library, and institutional goals.

Library Preferred Qualifications

- Demonstrated proficiency in creating and maintaining Excel spreadsheets for data reporting.
- Demonstrated proficiency in creating and maintaining documentation of work processes for training and workflow management

Application Procedures

Interested candidates should review the applications requirements and apply online at


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.

Diversity Statement:

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

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