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THE UNIVERSITY OF BRITISH COLUMBIA LIBRARY

STAFF VACANCY NOTICE

JUL - 4 1984

REPOSTING

A. U. C. E.

The Library gives equal consideration to male and female applicants

**DATE:** June 26, 1984

**COMPETITION CLOSURES:** July 6, 1984  
No applications accepted after noon on the  
above date. Apply at the Librarian's Office.

**DIVISION:** Curriculum Laboratory

**CLASSIFICATION:** Library Assistant 2

**POSITION NUMBER:** 276

**DIVISIONAL TITLE:** Serials Assistant

**STARTING SALARY:** \$1376-1531/mo.

**STARTING DATE:** July 9, 1984

**FUNCTION:**

Responsible for processing journals received by Curriculum Laboratory and their preparation for binding. Helps users locate needed issues.

**WORKING RELATIONSHIP:**

Works under the general supervision of the Circulation/Technical Services Supervisor. Cooperates with other members of the division's staff. Serves the public.

**DUTIES:**

1. Receives new journals arriving in the division and prepares them for shelving and circulation. Checks for problems, title changes, etc. Routes particular titles to librarians.
2. Maintains anchored backfiles of unbound journals and initiates claims for missing issues.
3. Sends completed volumes to prebindery according to schedule. Orders one-day loan cards and bindery slips through on-line system. Receives bound volumes from prebindery, verifies classification numbers and matches with circulation cards. Discharges materials to be returned to the circulation area.
4. Initiates correspondence with publishers, educational societies and associations regarding journals. Maintains a record of such correspondence.
5. Confers with the Serials Division concerning journal irregularities, claims and orders.
6. Initiates inter-library loan requests for materials required for binding purposes.
7. Types new orders for journals and keeps copies of such requests on file.
8. Checks donations of journals from individuals and other libraries to determine which issues are required by the division and which should be sent to Gifts and Exchanges.
9. Clears returned unbound journals. Searches for non-returned issues. Keeps statistics on circulation of unbound journals.
10. Ensures that journal shelves are maintained in good order.

Alice  
#202-6383  
Memorial Road  
Campus Mail

11. Interprets serials records to students and faculty. Locates needed prebindery materials in backfiles and stacks.
12. Maintains public Kardex listing call numbers for journals received in the division.
13. Receives requests concerning journals to be rush catalogued for borrowers. Routes the requests via on-line system to the appropriate unit; notifies the requestor when the material is received.
14. Handles requests for monographs and journal articles received on Health Sciences Network.
15. Identifies and routes journal related ephemera/newsletters for inclusion in Curriculum Laboratory DRS system.
16. Assists at circulation desk when necessary: signs out materials, takes holds, renewals, etc.
17. Performs other duties as related to the qualifications and requirements of the job.

#### PERFORMANCE CRITERIA:

Careful and accurate maintenance of the division's serials records. Courteous service to users.

#### QUALIFICATIONS AND REQUIREMENTS:

Meets requirements for Library Assistant 2 classification i.e. high school graduation plus one year library experience; or, two years related experience. Typing speed 50 w.p.m. Previous experience with serials or periodicals useful. Must be able to work evenings and weekends when required.