

FORT HAYS STATE UNIVERSITY
FORSYTH LIBRARY
PART-TIME EMPLOYEE APPLICATION

SALARY: \$6.00 per hour

BI-WEEKLY PAYMENT

Forsyth Library serves the University and the regional community through the purchase of books, videos, periodicals, on-line databases, and on-line journals; the use and maintenance of an electronic catalog; the use of computing and microform equipment, Inter-Library Loan services, and through direct assistance to Library patrons. The Library has achieved a reputation for providing high-quality and friendly service to all patrons. To meet our goals, the Library relies on the experience, skills, and knowledge of our full-time and part-time employees and the ability of all staff to meet high standards of excellence. The Library includes seven unique areas that provide service through direct and indirect contact with the public.

OPERATIONAL AREAS OF FORSYTH LIBRARY

ACQUISITIONS

The Acquisitions Department is responsible for maintaining the financial records for the library. Part time employees would be creating purchase orders for library materials, unpacking books, working with invoices and making payments using the library's automated software system. Invoices are also created for all newspaper and magazine renewals. Keyboarding skills are essential. Attention to detail is very important. Business and/or accounting majors would gain useful experience working in this department. There is no evening or weekend work expected. **Part-time employees working within the Acquisitions Area will have little or no contact with the public.**

ADMINISTRATIVE SUPPORT

Skills required are basic math skills, ability to file alphabetically and numerically, ability to type using word processing and/or spreadsheet, ability to understand simple accounting procedures. Duties and Responsibilities include but are not limited to helping manage the day-to-day collection and deposit of fines, photocopier receipts and any other fees collected with regard to library services. Count and collect currency from photocopiers and microfilm machines, keep accounting records of deposits made to the Business Office. Deliver deposits to the Business Office, file records pertaining to the deposits listed above. Also manage and maintain records of inventory each summer. **Part-time employees working within the Administrative Support Area will have limited contact with the public.**

CATALOGING/CURRICULUM LAB

The Cataloging Department is responsible for the basic data entry of information into the library's online catalog. Keyboarding skills are a necessity, and accuracy is valued over speed. The work is varied, but all aspects are detail oriented. The physical processing of materials includes the creation and placement of labels, the placement of bar codes and property stamps, and the attachment of security strips.

The Curriculum Lab provides an assortment of children's materials (preschool through high school) with the opportunity to familiarize oneself with arrangement, upkeep, statistic keeping, and the general functioning of such a collection. The creation of bulletin boards provides an opportunity for artistic expression. Working in this collection is of special benefit to education majors.

By combining these two operational areas into a single work experience, the flexibility and diversity keeps the job interesting. There is limited exposure to working with the public, and there is no requirement for evening or weekend work. Dress is casual, and the work environment is informal.

Part-time employees working within the Cataloging Area will have little or no contact with the public.

CIRCULATION AND RESERVE

The function of the Circulation & Reserve Department is to assist the library patron to benefit from everything the library has to offer.

Circulation/Reserve Job Duties consist of but are not limited to:

1. Assist library patrons by answering their questions and directing them to someone who can help them if you can't.
2. Check out/check in & locate materials
3. Edit and update patron records
4. Assist with shelving books and stack maintenance
5. Collect fines
6. Answer phones, take messages or transfer calls
7. Assist patrons with the Photocopier (Microfilm machines if no Periodicals staff working shift)
8. Open and Close the library (lock/unlock doors)
9. Required to work some Evening &/ Weekend Shifts

Skills:

1. Have dependable work habits
2. Computer Experience helpful (Microsoft Word, Excel)
3. Ability to interact well with the public
4. Familiar with library classifications
5. Ability to follow library policies and procedures
6. Able to work 5-12 hours per week

Note: Employee should be able to work comfortably with others but also be able to work independently without constant supervision. Since the Circulation/Reserve Area is one of the busiest Public Service areas of the Library, a positive attitude is important in providing the best possible atmosphere for the patrons. **Part-time employees working within the Circulation Area will have greater contact with the public.**

GOVERNMENT DOCUMENTS

Working in the Government Documents Department involves data entry into the library's cataloging system with much emphasis for detail involved. The Government Documents Department receives information in paper, microfiche, cd, DVD, maps and online. The part-time employee is responsible for the processing, filing and shelving of each item. The part-time employee is also responsible for assisting patrons with the use of the Government Documents information.

Part-time employees working within the Government Documents Area will have contact with the public.

INTERLIBRARY LOAN

The purpose of Interlibrary Loan is to furnish materials to our students and faculty when they are unable to find what they need in our library. We also loan materials to other libraries for their patrons. Consequently, working in interlibrary loan involves a lot of searching for and preparing books and copies to be mailed out and checking in materials that are coming to us. The work is not hard; it's just busy trying to keep track of what is coming and what is going, etc.

Part-time employees working within the Inter-Library Loan Area will have limited contact with the public.

PERIODICALS/ELECTRONIC RESOURCES ASSISTANT

Job Summary: Responsible for the checking in and shelving of materials in the Periodical Reading Area, Microform copier maintenance, Assist Handicapped patrons in the usage of special equipment, assist patrons in usage of library online catalog, data bases, minor Reference questions and location of material.

- Specific Duties:**
1. Sort Mail
 2. Check in mail (process on computer)
 - a. Stamp
 - b. Bug
 - c. Label
 - d. Shelve
 3. Pick up, Count, Reshelf, and Straighten:
 - a. Newspapers
 - b. Magazines
 - c. Bound Volumes
 - d. Microform
 4. Replace paper and toner in copiers
 5. Pull newspapers for recycling (once a month)
 6. Assist at the Reference Desk when needed

Qualifications:

People person (enjoys working with the public). Ability to work alone or as part of a team. Willingness to learn computer skills. Accurate (ability to handle/ follow detailed work & procedures). Cooperative, willing to work days, nights, and weekends. **Part-time employees working within the Periodicals Area will have greater contact with the public.**

REFERENCE

Reference Area Functions:

1. Help patrons using Searchcat, the library on-line catalog
2. Assisting in locating and using paper and electronic indexes
3. Assisting in locating and using Reference sources
4. Assisting patrons in locating materials in other areas of the library
5. Helping patrons in locating materials in the Microform Area and in using copiers, and other machines in the area
6. Help patrons promptly and courteously (most important)

Part-time Employees Tasks:

1. Help patrons with Searchcat and electronic databases
2. Shelve books
3. Shelf read; each student is responsible for designated area in Indexes and Reference areas
4. Other duties as assigned
5. Help patrons promptly and courteously (most important)

Part-time employees working within the Periodicals Area will have greater contact with the public.

SERIALS AND TECHNICAL PROCESSING

The Serials Department is responsible for processing items such as periodicals, magazines, and certain books. Currently, the primary focus of part-time help is to mend books, prepare items for binding, and to label, or re-label magazines, and microfilm. Employees in this department work daytime hours, no weekends, and have the benefit of flexible scheduling. Keyboarding, and attention to detail are useful skills in this department. An interest in crafts may be useful to students who mend books. Employees may sometimes be required to lift up to 50lbs.

Part-time employees working within the Serials and Technical Processing Area will have limited contact with the public.

SPECIAL COLLECTIONS, UNIVERSITY ARCHIVES, AND ETHNIC COLLECTIONS

This area maintains the “special” collections of the library, which includes the Western Collection, the Rare Book Collection, the Volga-German Collection, the Genealogy Collection, and the University Archives. Skills include filing, keyboarding, and record keeping. This position would be a good one for someone who is interested in history and archival materials.

Part-time employees working within the Special Collections, University Archives, and Ethnic Collections Area will have limited contact with the public.

SYSTEMS AND COMPUTING SUPPORT

Skills Required: Working knowledge of Microsoft Windows and Microsoft Office and other popular applications. Knowledge of computer hardware components and peripherals. Some knowledge of Macintosh computers. Good customer relation skills.

