



**DEPARTMENT:** Williamsburg Regional Library/Support Services

**NATURE OF WORK:**

Under the supervision of the Acquisitions Administrator, the Acquisitions Specialist performs a variety of clerical and administrative tasks to support technical services activities. Duties focus on ordering library materials or receiving them. Participates in the planning and evaluation of technical services operations within the Support Services Department.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Focuses on the ordering or receipt of library materials.

Ordering:

- Searches library materials orders on the library automated system to avoid duplication.
- Selects vendors based on publishing and binding information. Keys orders into the library automated system.
- Places holds on patron-requested materials.
- Checks backorders and problem orders, verifying ordering and confirmation information.
- Places orders via electronic order transfer, fax, phone, or mail.
- Receives and claims periodicals and serials, creating and editing copy records and pub patterns in the computer.
- Under the direction of the cataloging staff, updates and changes library bibliographic and holdings records and re-processes affected materials.
- Updates vendor information on the library automated system.
- Enters donor purchases on donor database and types bookplates for donated materials.
- Performs other tasks as assigned.

Receiving:

- Accepts deliveries and verifies correct destination.
- Unpacks delivered items as needed, examining them for damage.
- Receives library materials on computer as needed, verifying packing list and item prices, and correcting online order records. Creates orders upon receipt when necessary.
- Orders and receives periodicals, verifying invoices. Claims and updates periodical records, maintains a periodical list, and routes library journals.
- Assists with ordering library materials as needed, verifying author, title, and ISBN for each order using online vendor sources. Keys orders into the acquisitions system.
- Traces missing and incorrect orders as needed, contacting vendors, and making arrangements for credits and returns.
- Works with cataloging staff to make sure order fields match cataloging records, correcting order information as needed.
- Processes materials.
- Performs other tasks as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Work occurs typically sitting in an office, with occasional walking, medium lifting and other limited physical activities. Frequent sustained use of a computer is required; other office equipment as required. Requires handling of boxes and library materials, including unpacking and transferring materials to carts and/or shelves. Regular contact is made with employees, vendors, and the general public. The job is located in the James City County Library.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Accurate and efficient typing, filing, and other clerical skills, including basic knowledge of personal computer, copier, and fax operations.

Ability to organize work, set priorities, use time effectively, and work independently.

Ability to learn searching, minor editing, and email skills on the library's automated system.

Ability to communicate well with supervisor, staff, and the general public.

Ability to analyze and creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

An understanding of basic library operations preferred.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent. Two years college and/or public library experience or equivalent preferred.

**NECESSARY SPECIAL QUALIFICATIONS:**

None.

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