

## Technical Services Library Associate -- Processing

### Tasks:

- Acquisitions
  - Prepares cataloging prep slips for new materials
- Book Club Sets
  - Adds and edits book club set reservations
  - Checks out book club sets to JPL patrons and Iowa libraries and prepares them for pick-up or shipment
  - Prepares book club sets for JPL book clubs
  - Works with supervisor and volunteers to maintain inventory of book club sets, to integrate new sets into the shelving each year, and to withdraw book club sets that are no longer in demand
- Database Maintenance
  - Edits bibliographic and item records as directed
- ILL
  - Adds borrowing requests to Polaris for JPL patrons
  - Processes borrowed items and prepares them for checkout to JPL patrons
- Processing
  - Processes new materials being added to the collection
- Receiving
  - Receives and distributes mail to staff
- Serials Control
  - Maintains the library's periodicals collection, receiving issues and claiming missing issues
- Performs other duties as necessary