

### Simmons Library Fellowship: Acquisitions, Cataloging and Collections

#### Job Description:

Under the direction of the Access & Operations Librarian, the Acquisitions, Cataloging and Collections Fellow will play a critical role in supporting core departmental functions. The Library Fellow will acquire and catalog Library resources; participate in electronic resource management functions; participate in collection management activities; serve as primary steward of the Library's Course Reserves collection; train and supervise student workers; provide circulation and reference service.

The Fellowship is designed to give candidates the experience and background needed to move into a professional role upon completion. The Fellow will learn the practical aspects of acquisitions and cataloging, collection management, assessment, course reserves; and supervision and project management. The Fellowship will culminate in a capstone project, the topic and format to be chosen by the Fellow in consultation with the Access & Operations Librarian.

As part of the University Library's ongoing commitment to celebrating the humanity, dignity, lived experiences, and contributions of the entire Simmons scholarly and professional community, the Fellow actively incorporates principles of antiracism and diversity, equity, inclusion, and belonging into their teaching, service, and support of students.

#### Key work activities

- Cataloging and Acquisitions
  - Monitor purchase request and course reserve request forms; source, purchase, and receive books, e-books, and streaming videos
  - Select, download, and edit bibliographic records from OCLC, load records into FOLIO
  - Withdraw or otherwise update Item and Holdings records in FOLIO as needed, or as part of larger projects
  - Notify and place holds for patrons when their item becomes available
  - Create call number labels and physically process print materials
  
- Collection Management
  - Participate in Library-wide collection maintenance projects for all non-archival print collections.
  - Participate in electronic resources management functions.
  - Participate in collection assessment projects.
  - Provide training and oversight of student workers.
  
- Course Reserves
  - Act as Library point of contact for Course Reserves service to faculty
  - Update and maintain Course Reserves lists
  - Triage student worker questions, provide support, and solve issues regarding
  - Course Reserves collection and access

- Circulation & Reference
  - Provide timely and dynamic reference service and user support, in person and via email, online chat, and telephone.
  - Participate as needed in circulation activities, including course reserves and interlibrary loan.
  - Provide general customer service and communicate library policies.
  
- Reflect on learning, work, and goals.
  - Participate in one-on-one and group mentorship to support learning and develop goals.
  - Document new skills and practices learned throughout the Fellowship program to inform ongoing mentorship, and to prepare for the transition to a professional position.
  - Keep track of questions, knowledge gaps, and curiosities to explore at work and in coursework (encouraged but not required).