Acquisitions Support Staff (Temporary/Hourly)*  
*(Part-Time/Non-Benefited; 19 hours per week)

Walsh Library  
Rose Hill Campus

- Position reports to Head of Acquisitions.
- Searches book orders in library catalog.
- Searches OCLC for bibliographic hard copy records to export into local system.
- Assigns campus location codes to hard copy book MARC records.
- Prepares materials for processing in Cataloging.
- Creates purchase orders to domestic and foreign vendors in SIRSI workflows.
- Creates invoices in SIRSI workflows.
- Searches eBook requests for availability according to established license agreements with vendors.
- Evaluates hard copy book donations according to established library procedures.
- Identifies duplication and circulation statistics among the three campus libraries.
- Searches hard copy books in OCLC for exporting purposes.
- Maintains and reports daily statistics.

- High School Diploma or equivalent required; B.A/B.S preferred.
- Academic library experience.
- Working knowledge of OCLC and some experience working with an integrated library system, such as Sirsi, Alma, or other.
- Detail oriented.
- Excellent written and oral communication skills.
- Capable of lifting cartons of books.

15 hour per week  
Flexible days and hours Monday- Friday from 8:30am-5:00pm

Hourly Rate  
Commensurate with experience.

Non-exempt

ASAP

Elizabeth Garity, Head of Acquisitions,  
garity@fordham.edu