

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Library Associate
(Cataloging & Government Publications)
Regular Full-Time Position
Position Number 342000**

General Description

The Library Associate works under the supervision of the Coordinator of Resources Management. This position is responsible for performing copy cataloging of books, videos and other audiovisual materials added to the library's catalog. Additionally, this position manages the daily operations of the library's federal depository government publications collection and serves at the Research Assistant desk.

Primary Duties and Responsibilities

- Perform copy cataloging of materials added to the library's collection using an OCLC interface (Connexion) and the library's integrated library system.
- Manage daily operations of the federal depository government publications collection, including preparing new materials for incorporation in to the collection, updating holdings records in card and electronic form, planning space needs, coordinating annual partial inventories, communicating with the Government Printing Office and the Regional Depository and preparing statistical and other reports.
- Assign classification numbers and subject headings as required.
- Create standardized original cataloging for APSU theses, field studies and research papers and other archival materials.
- Perform database maintenance which includes correction of problem books from the annual inventory and other times as needed.
- Maintain monthly statistics on all materials cataloged, added and/or deleted; pass information to appropriate individuals.
- Maintain a shelf list for inventory purposes of items not countable otherwise.
- Assist and instruct library patrons in person, on the telephone and via electronic communications software by question negotiation, referral, searching and one-on-one teaching usage of the online catalog, other databases and reference sources.
- Staff the library's Research Assistant Desk approximately 6 hours per week.
- Serve on Library and University committees as needed.
- Perform other job-related duties as assigned.

Essential Functions and Abilities

- Ability to efficiently operate a personal computer and associated applications.
- Ability to perform basic computer troubleshooting skills (software and hardware.)
- Ability to learn basic reference skills and provide customer-oriented service.
- Ability to apply national cataloging standards, MARC tagging, LC Classification and LC subject analysis to materials processed.
- Ability to effectively manage the daily operation of the federal depository government publications collection.
- Ability to learn, understand and interpret Library and University policies as well as laws and regulations pertaining to depository library operations.
- Ability to operate automated library information systems.
- Knowledge of standard office procedures and practices.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

Essential Functions and Abilities continued

- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to be detail-oriented with ability to sustain attention to detail.
- Ability to prioritize multiple workflows.
- Ability to read printed materials and computer screens.
- Ability to lift up to twenty pounds and transport library materials to and from shelves.

Required Minimum Qualifications

- Bachelor's degree.
- Three years of previous library work experience.
- Previous experience using an integrated library system.
- A working knowledge of bibliographic information.
- Computer literacy and experience using Windows operating system and MS Office Suite.
- Demonstrated ability and interest in providing reference and research assistance.
- A credit history and background check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous work experience in an academic library.
- Previous experience with OCLC Cataloging, SUDOCS and LC Classification.

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