

Acquisitions & Processing Specialist

The Acquisitions & Processing Specialist is responsible for supporting the daily operations and activities of the library's technical service department. This includes assisting the Technical Services Manager with coordination of acquisitions, copy cataloging, and processing library materials. Responsibilities include:

Acquisitions & Processing

- Review carts for errors and duplicates and submit orders via FTP
- Check submitted orders against the current catalog and verify formats for deduplication.
- Creates, maintains and updates acquisitions records
- Checks, prepares and processes invoices for payment
- Prepares orders, receives, verifies, and sorts and records the receipt of serials and monographs. Adds issues and claims missing issues
- Notify vendors of issues with processing
- Utilizes vendor services and professional tools to evaluate and select materials and resources in various physical and digital formats across age groups.
- Creates brief bibliographic records in the online catalog for items being ordered; applies cataloging rules and standard bibliographic description in this process.
- Assists with the order process by identifying an appropriate vendor and creating purchase orders for complex materials
- Correct processing errors

Collection development and maintenance

- Places acquisition orders
- Responsible for processing for all submitted orders, serials, and DVD's in collection development
- Works with Communications Department staff to ensure collection is thoroughly promoted both internally and externally
- Provides accession lists of orders for marketing and communications to public services and programming departments
- Makes purchase suggestions and recommendations

Metadata & Cataloging

- Answers basic cataloging questions.
- Process and catalog collections in all formats
- Merges duplicate records
- Reviews brief records and updates with full bibliographic MARC records

Public Service

- Assists with public service including circulation and customer support. Including, but not limited to, collection, room reservations, circulation, renewals, creation and editing of customer records and providing technical training to customers as needed.

QUALIFICATIONS

- High School diploma required. Associate degree an accredited college or university in information or library science, social sciences, humanities, or a related field preferred.
- Minimum of 3 years of library experience including previous original and copy cataloging experience, or course work.
- Solid interpersonal, oral, and written communication skills
- Solid working knowledge of all MS Office suite
- Ability to work independently and in a team environment.
- Must have the ability to work with a diverse population and effectively provide excellent customer service to a large number of customers simultaneously.
- Strong organizational, multi-tasking and prioritization skills.
- Strong networking, facilitation, and outreach skills.
- Experience with online integrated library systems
- Second language highly desirable

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Acquisitions & Processing Specialist** in the subject line of your email.

Hartford Public Library is an Equal Opportunity Employer.