



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.

Acquisitions & Processing

- Review orders and ordering carts for errors and duplicates and submit orders via FTP
- Responsible for processing for all submitted orders, serials, and DVDs
- 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, sorts and records the receipt of serials and monographs; adds issues and claims missing issues
- Notifies 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
- Assists with the order process by identifying an appropriate vendor and creating purchase orders for complex materials
- Correct processing errors

Collection development and maintenance

- Works with the Communications Department to ensure collection is thoroughly promoted 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

- Creates brief bibliographic records in the online catalog for items being ordered; applies cataloging rules and standard bibliographic description in this process
- Answers basic cataloging questions
- Process and provide copy cataloging for collections in all formats
- Merges duplicate records
- Reviews brief records and update with full bibliographic MARC records

Public Service

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

QUALIFICATIONS

- High School diploma required. Associate degree in a related field preferred.
- Minimum of 3 years of library experience including copy cataloging experience, or related course work required.
- Solid interpersonal, oral, and written communication skills required.
- Proficiency and knowledge of all MS Office suite required.
- Must have the ability to work independently and in a team environment including working with a diverse population. Must 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 highly desirable.
- Second language preferred.

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.