



## Stacks Shifting Specialist

<b>Department or Unit:</b>	Access Services/Stacks
<b>Salary:</b>	Commensurate with qualifications and experience
<b>Position Availability:</b>	Immediately

### University Job Summary Statement

Provides complex library user services and research assistance to the university and external communities. Provides access to information, resources, and materials by using a specialized knowledge of electronic databases, microcomputer applications, complex reference tools, and/or foreign languages; these may include the Internet, CD-ROMs, and on-line databases. May create bibliographic access to research materials (government documents, manuscripts, and other resources) using a specialized knowledge of national standards, electronic reference sources, and complex reference tools. May provide physical access to materials employing specialized techniques relating to conservation, binding, reproduction, and/or reformatting. May verify bibliographic information on-line and prepare requests for borrowing and lending of library materials through Interlibrary loan or other means. May hire, train, and supervise student staff. Performs related responsibilities as required.

*The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.*

### Library Position Summary

Reporting to the Stacks Operations Manager, the Stacks Shifting Specialist works with the Stacks Operations Supervisor and Transfer Specialist to provide to the Emory community an accessible and well-maintained print collection. This position is focused on the display and distribution of physical collections, the compiling and analysis of data reflective of current density levels, development of growth projections, and the execution of projects to shift collections.

### Type of Supervision Received

Reporting to the Stacks Operations Manager, the Stacks Shifting Supervisor works closely with the Stacks Operations Supervisor and Transfer Specialist to present the physical collections. General direction is provided by the Director of Access Services, and the Associate Dean of Access and Resource Services.

Individual performance is informally reviewed on a regular basis and formally on an annual basis; progress toward unit and professional goals is a key component of the performance evaluation process.

## **Type of Supervision Exercised**

The Stacks Shifting Specialist does not supervise staff.

This position does supervise student employees – the number of students supervised ranges from 9 – 12.

The chart below outlines the scope of supervisory authority for the incumbent.

Does individual have responsibility for hiring recommendations?	Students only
Does individual have responsibility for work assignments?	Students only
Does individual have responsibility for performance evaluation	No
Does individual have responsibility for reclassifications/merit increases recommendations?	No
Does the individual have responsibility for recommending the design and redesign of organization structures and for defining and redefining individual roles?	No
Does individual have responsibility for discipline and discharge?	No
Does individual have responsibility for complaint resolution?	No

## **Key Responsibilities & Duties**

- A. Stacks Core Responsibilities – Participate in the operational priorities and daily circulation responsibilities of the stacks team. This work includes but is not limited to checking books in from library users, shelving, shelf-reading, measuring new acquisitions, and pulling patron requests and/or assigning and supporting student workers to do these tasks. On a rotating basis, serves as Supervisor on Duty executing and directing the work of student employees during the regular business hours.
- B. Shifting Project Design and Management - Create and execute project plans to redistribute physical collections. This includes gathering new and using existing data to create revised layouts for the collection to accommodate new acquisitions. Close collaboration with the Transfer Specialist is essential in the strategic planning process, as manageable collection density balances material from new acquisitions with material being transferred to the Library Service Center (storage facility). Project design includes assessing the work hours needed, scheduling and directing student employees during the move of materials, and finally presenting collection density data of the post-project state to inform assessment initiatives.
- C. Data Collection and Assessment - Measure the current state of the collection, compile growth data, and apply current transfer algorithms to create projections that will inform future transfer and shifting projects.
- D. Student Supervision – Directs the work of 8-10 student employees on space management projects. Is responsible for training, setting standards, and supplying operational support for the student employees assigned to the projects. Serves as a designated Student Supervisor coaching and mentoring student employees to ensure successful contribution to the work of the Stacks operation and development of marketable professional skills.

## **University Minimum Required Qualifications**

Bachelor's degree in a related field and two years of related work experience, OR equivalent combination of experience, education, and training. Positions in this classification may require computer skills, proficiency in a foreign language or other special skills.

*Emory is an Equal Employment Opportunity/Affirmative Action employer. Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any other factor that is prohibited consideration under applicable law.*

### **Library Required Qualifications**

*These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.*

- Intermediate to advanced knowledge of Excel.
- The ability to lead and participate in the physical movement of collections.

### **Library Preferred Qualifications**

*Preferred qualifications can be listed here if applicable. Examples:*

- Experience in an academic or research institution library.
- Experience in supervising and managing student employees.
- Recent and relevant experience working in an Access Services or Circulation Department of an academic or research library.

### **Description of Institution and Library**

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University received \$831 million in research funding in fiscal year 2020.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, and the University's archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, Cox Hall Computing Center, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

### **Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

*– December 2020*

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