Scanning and Annex Services Assistant  
Information Delivery and Library Access  
(Library Assistant II)

**This is a two year term appointment with the possibility of extension.**

The MIT Libraries is seeking an industrious, service-oriented individual to contribute to document delivery operations of the Library Storage Annex. This position provides the opportunity for using and developing technical and library skill sets related to scanning, document delivery, and digital libraries and is an excellent opportunity to gain experience in a dynamic academic library setting.

**RESPONSIBILITIES:** Under the direction of the Annex Services and User Experience Librarian, the Scanning and Annex Services Assistant oversees the electronic article delivery operations of the Annex. S/he is responsible for liaising with staff in the Libraries Digital Imaging and Resource Sharing departments in applying new document delivery technologies and workflows to an expanding article delivery service. Typical digital scanning duties include: retrieving requested materials from Annex stacks and Harvard Depository; daily preparation of digital scan files for desktop delivery of requested articles; assisting patrons with trouble-shooting tips for downloading documents; management of scanning equipment and software; creating and maintaining related documentation manuals. The Assistant works closely with supervisor and other staff to meet customer deadlines and production goals, while maintaining MIT Libraries’ quality standards for all scanning activities. S/he participates in other Annex functions such as: receiving patron requests; verifying citations in the online catalog; assisting on-site requestors; and, processing new incoming materials for storage. The Assistant communicates and works collaboratively across the Libraries and may participate in local and library-wide committees/teams/groups or projects. S/he trains and directs the work of student employees and performs other duties as assigned.

**QUALIFICATIONS:** **Required:** Minimum 6 months direct/related experience that provides some understanding of scanning and library service functions; post-high school education can count toward experience. Experience using library catalogs and other bibliographic databases. Technical experience with digital imaging equipment and related Windows-based software applications. Solid experience with standard computer software, demonstrated ability to master new software, systems and technology as well as ability to assist others in their use. Evidence of strong organizational and time management skills; ability to meet deadlines, manage competing priorities and work with minimal supervision. Evidence of initiative and ability to identify problems and carry out solutions. Demonstrated commitment to and ability to deliver high quality customer services. Aptitude for accurate and detail oriented work. Strong communication and interpersonal skills. Ability to work independently as well as part of a team, to be flexible and to succeed in a fast-paced, rapidly-changing environment. Work requires ability to lift 40 lbs., to shelve and shift boxes of library materials, push book trucks, and tolerance for exposure to dust. **Desired:** Experience in academic or research library environment. Experience in a customer service setting. Experience working with interlibrary loan or document delivery and software such as Aleph and ILLiad.

**HOURS:** 35 hours per week, Monday-Friday, between 8:00 a.m. and 6:00 p.m. Some flexibility in scheduling is possible.

**APPLICATION PROCESS:** Apply online at: [http://hrweb.mit.edu/staffing/index.html](http://hrweb.mit.edu/staffing/index.html).

MIT offers excellent benefits including a choice of health plans, a dental plan, and tuition assistance. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

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