



## Annex Services & Scanning Assistant

Monday through Friday 8 am to 6 pm  
Information Delivery and Library Access (ID&LA)  
(*Library Assistant II*)



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 Annex Services and Scanning Assistant assists with electronic document delivery operations of the Library Storage Annex.

### Typical document delivery duties include (80%):

- verify citations in online catalog and other databases
- apply fair use copyright rules to requests
- retrieve requested materials from Annex stacks and Harvard Depository
- daily preparation of digital scan files for desktop delivery of requested articles · work with other Annex staff, including student employees, to meet deadlines and production goals
- work with staff in the Libraries Resource Sharing department to meet scanning deadlines for interlibrary lending requests

### Participate in other Annex functions (20%):

- Daily check-in/out of library materials
- Assist patrons virtually and on-site
- Compile monthly statistics on scanning, circulation, and storage activity
- other duties as assigned
- The Assistant may also serve at other library service desks and participate in committees/teams/groups or projects.

### QUALIFICATIONS:

#### Required:

- High school diploma or equivalent required.
- Minimum 6 months of direct/related experience that provides an understanding of library or service functions (post high school education can count toward experience).
- Experience with use of library catalogs, ability to use basic business software (e.g. MS Office, e-mail, calendar), interest in mastering new software, systems and technology.
- Strong interpersonal and communication skills and proven commitment to delivering high quality customer service in a busy and diverse environment.
- Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment.

- Ability to work and contribute both independently and as an integral part of a service team, to work collaboratively and to interact effectively with a diverse group of people.
- Strong organizational skills, including ability to manage competing priorities and meet deadlines.
- Exemplary attendance and dependability a must. Ability to lift 40 lbs and push/pull loaded carts up to 150 lbs, move boxes, bend/squat/reach to shelve library materials, and have a tolerance for exposure to dust.

**Preferred:**

- College degree or related coursework.
- Experience in academic and/or research library.
- Basic training or teaching experience.
- Experience working with libraries' specific software in use at MIT (e.g. Aleph, Alma, ILLiad and/or RAPID ILL.)
- Experience with compiling, managing, manipulating, and presenting data (e.g. excel, access, Tableau).

**HOURS:** 35 hours per week. Monday – Friday 8 am to 6 pm, schedule TBD; hours may change based on business needs and MIT's academic calendar.

**HOURLY RATE AND BENEFITS:** The following hourly range for the AFSCME Library Assistant II (min-mid-max):

\$19.53	\$26.37	\$33.21
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Actual based on qualifications and experience, with the typical hiring range between the min and mid points. MIT offers excellent [benefits](#) including a choice of health plans, a dental plan, tuition assistance and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

This is a union position. Employees working in this position are covered by the collective bargaining agreement between the MIT Libraries and American Federation of State, County and Municipal Employees Council 93. Provisions related to wages, benefits and other terms of employment are contained in the agreement. Any questions regarding the agreement should be directed to [lib-hr@mit.edu](mailto:lib-hr@mit.edu).

**APPLICATION PROCESS:** Apply online at: <https://hr.mit.edu/careers> applications must include cover letter and resume. Priority will be given to applications received by November 16, 2023, position open until filled.

**BACKGROUND CHECKS:** Employment is contingent upon the completion of a satisfactory background check.

**ABOUT THE MIT LIBRARIES:**

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation,

pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

**VISA SPONSORSHIP:** MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.