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 guidelines 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:**

- 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, as well as demonstrated ability to master new software, systems, and technology.
- Demonstrated commitment and ability to deliver high quality customer service, including meeting deadlines, managing competing priorities, and working with minimal supervision.
- Strong communication and interpersonal skills.
• Ability to lift 40 lbs., to shelve and shift boxes of library materials, push book trucks. Tolerance for exposure to dust.

Desired:
• Experience in academic or research library environment.
• Experience with library-specific software such as Aleph and ILLiad.

HOURS: 35 hours per week, M-F, between 8:00 a.m. - 6:00 p.m. Some flexibility in scheduling is possible.

HOURLY RATE AND BENEFITS: $17.61/hour minimum; actual based on qualifications and experience. 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.

APPLICATION PROCESS: Apply online at: http://careers.mit.edu/; applications must include cover letter and resume. Priority will be given to applications received by July 14th, 2019; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply.