



# Acquisitions Student Library Assistant *Library*

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*Summer 2026*

**Duties/Responsibilities:**

- Process newly acquired library materials, such as books, DVDs, puzzles, and games, by applying protective covers, adding labels and barcodes, and preparing items for shelving and circulation.
- Assist with collection inventory projects by locating items on the shelves, verifying item information against library records, and flagging discrepancies for staff review.
- Receive and unpack shipments from vendors, sort materials, and verify contents against packing slips or other accompanying documentation.
- Perform basic data entry and record updates in the library system (Ex Libris Alma) as directed by staff.
- Complete other routine tasks and special projects as assigned.

**Qualifications:**

- Strong attention to detail and ability to follow established procedures accurately.
- Organized and reliable, with the ability to sustain focus during repetitive, detail-oriented tasks.
- Comfortable learning new software; no prior experience with library systems is required.
- Able to work independently after training and ask clarifying questions when needed.
- Able to perform light physical tasks, including lifting up to 25 pounds, standing for periods of time, and moving library materials.

**Start date:** May 10, 2026

**End date:** August 15, 2026

**Work Schedule:** Monday – Friday, 9:00am – 5:00pm

**Hours Per Week:** 5-10 hours per week

**Starting pay rate:** \$18.13/hr

**To apply, please submit student employment [application](#) to Nick Velkavrh: [velkavrh@oxy.edu](mailto:velkavrh@oxy.edu)**