To apply:
1. Read the job description carefully.
2. Fill out the form below and save to your desktop.
3. Send an email to studentapp@library.umass.edu **with the name of the position in the subject line** and **your application (and any supporting documents) attached. Mac users should not use Preview to complete the application, please use Adobe Reader.**

Stacks Management Student Assistant

Stacks Management is responsible for the retrieval, processing, and re-shelving of library materials, and the maintenance and configuration of physical collections in the W.E.B. Du Bois Library. We provide library material lending, requested item fulfillment, and patron support, for materials in the Five College Libraries consortium. We work closely and collaboratively with the Interlibrary Loan, Reserves, and Circulation units to provide library materials and services to patrons.

Duties:

- Sort, shelve, and locate books and materials accurately by Library of Congress Classification.
- Process materials using library specific software.
- Locate and retrieve requested materials from the W.E.B. Du Bois Library.
- Load, transport, deliver, and unload book trucks full of materials.
- Participate in projects relating to collection management, including barcode scanning, shelf reading, and linking projects.
- Interlibrary loan scanning for articles and holds.

Requirements:

- Conscientious attention to detail and accuracy, which are critical to keeping materials accessible.
- Ability to follow instruction and work independently.
- Successfully complete Library of Congress Classification call number training.
- Ability to follow written and oral directions in English.
- Ability to bend and lift 30 pounds to/from high and low shelves, shift, and move books and materials.
- Prior demonstrated experience with physical inventory processes (retrieval, stockroom, shelving, stocking displays/shelves) in a process-driven work environment preferred.

Qualified Work Study applicants will receive highest priority in hiring.
Please fill out the following application and email with the name of the position in the subject line to studentapp@library.umass.edu . Thank you.

Stacks Management student assistant application questions

1. Have you worked in either a college or public library previously?

    If so, please <u>describe your duties</u> there and provide the name of the Library and dates of employment.

2. Please describe any prior work experience that involved handling, organizing or stocking physical inventory and/or materials. Did you use a computer in connection with this work?

3. Describe any prior experience that required working independently to carry out and complete assigned physical tasks.

Student Information Sheet
UMass Amherst Libraries

Date _____   Spire #: _____

Name (Last) _____ (First) _____ (M.I.) _____

Local Address _____

Phone _____   Email _____

Class of 20____ Major _____

Do you have a work-study award?   ☐ YES ☐ NO

Have you worked on campus before?   ☐ YES ☐ NO

Have you worked for the Libraries before?   ☐ YES ☐ NO

Will you have another job on campus during this semester?   ☐ YES ☐ NO

    If yes, in which department is your other job? _____

Check all that apply:
☐ Undergraduate Student
☐ Graduate Student
Resident Status:
☐ U.S. Citizen
☐ F1
☐ J1
☐ Resident Alien

Availability (Please list the hours you are available):

	Overnight (12 midnight-8 a.m.)	Morning (8 a.m.-12 noon)	Afternoon (12 noon-5 p.m.)	Evening (5 p.m.-12 midnight)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Employment Record: List last job held. (Optional: Attach resume)

Company/Organization _____ Dates of Employment _____

Supervisor's Name _____ May we contact? ☐ YES ☐ NO

Job Duties:

For Library Supervisor to fill out:

Employment Period	Start Date	Library Department	Pay Grade	Pay Rate	Hours Per Week	Supervisor's Signature
☐ Academic Year ☐ Summer			☐ A ☐ B ☐ C ☐ D			

For Library HR:

Employee ID _____   Rec #: _____   W/S: ☐ YES ☐ NO