

**CAREER DEVELOPMENT  
BRYN MAWR COLLEGE & HAVERFORD COLLEGE**

**ON-CAMPUS EMPLOYMENT OPPORTUNITY**

**Department: Magill Library**

**HC**     **BMC**

**Building:            Magill**

**Contact Person:   Heidi Scott**

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**Description of Position: Bibliographic & Digital Services Student Assistant**

Bibliographic & Digital Services Student Assistants provide support to four different areas: acquisitions, cataloging, and serials, plus general projects for Bibliographic & Digital Services. Specifically, duties include:

- (1) Working on Tripod, the Tri-College library database, and OCLC, an international bibliographic database: printing labels, updating records, checking in journals, pre-order searching and other related tasks.
- (2) Preparing library materials for shelves: unpacking incoming materials, attaching labels, and stamping.
- (3) Providing clerical support: barcoding and linking items, assisting in the discard procedure, filing invoices, and other special projects.

**Hours Required: 5-6 per week**

***Jobs for this department are only available 8:30AM-4:30PM, M-F.***

**Qualifications:**

- (1) Attention to detail, accuracy, and dependability essential. Good organizational skills and the ability to work independently. Ability to do precise, neat, careful work. Methodical approach and good judgment in following procedures.
- (2) Accurate typing skills, basic familiarity with word processing and other computer applications required.

**To apply:** We are accepting applications on a rolling basis and forms can be found at our circulation desk and our website <http://www.haverford.edu/library/>.

**(For office use only) Date posted:**

**Initials:**