

Access Services & Operations Division

Circulation & Reserve Services Department

Student Employee Application – Job Descriptions

UWM Libraries – Milwaukee Campus

The Access Services & Operations Division encompasses, among other departments, Circulation & Reserve Services, which is broken down into the following units: Circulation, Inter-Library Loan (ILL), Equipment & Reserve Services, and Shelving Maintenance/Discharge Operations. Each unit has its own scheduling needs and workflow processes.

- **Circulation:**
 - Circulation handles patron issues and concerns, as well as provides information, processes materials, and fulfills UW System resource-sharing requests. The job duties all involve front-line patron services at the Main Circulation Services public desk.
- **Inter-Library Loan (ILL):**
 - ILL fulfills borrowing and lending requests of active UWM patrons. ILL locates and obtains research materials that the UWM Libraries do not own.
- **Equipment & Reserve Services:**
 - Equipment & Reserve Services handles all materials put on reserve by faculty and staff for specific class courses, as well as fulfills all equipment, visual material, sound recording, CD-ROM, newspaper, and microform needs. The job duties involve front-line patron services at the public services desk located on the lower level, west wing.
- **Shelving Maintenance/Discharge Operations:**
 - Shelving handles the organization and maintenance of the general stacks collections. Discharging handles scanning through any items returned by patrons or used by other departmental staff within the library, and then enters the items back into the Shelving workflow to ensure proper relocation.

For all Access Services units:

- Employees must be able to work independently and follow direction.
- Employees must be able to handle the physical aspects of certain workflows.
- Employees must be willing to be flexible in job duties and be willing to cross-train with other Access Services units if need be.
- Employees must be able to perform detail-oriented tasks, including but not limited to alphabetizing and numeric ordering, using computers and scanners, and using library management software to handle a multitude of functions.
- Employees must be able to interact with a variety of personalities, and work with patrons and staff in a friendly, professional, customer-service oriented manner.
- Employees need to be dependable, self-motivated and have good interpersonal communication skills.

Notes:

- **Required documentation: Access Services application and availability worksheet**
 - If applicant has a specific unit interest, please make note on application
 - **Applicant must send application and availability to libcirc@uwm.edu**
- Starting wage: \$9.25/hr
- Job Type: On Campus, Part-Time
- Work Study: Not required, but helpful