Library Personnel Job Duties

All library employees are required to staff the Circulation Desk at various times. Circulation Desk duties include, but are not limited to:

- Check out computers, books, Reserve materials
- Make IDs
- Answer Reference questions in person, by phone, email, chat
- Assist students at computers
- Trouble shoot computer problems for students
- Assist patrons at the copy machines

Duties of Resource Technicians in Del Rio and Eagle Pass

- Oversee circulation
- Teach library orientation classes
- Hire, schedule, train work-study students
- Maintain collection, perform inventory of collection, manage Reserve shelf materials
- Have thorough understanding of SWTJC library resources, both hard copy and online to assist students
- Make IDs for all SWTJC students, faculty and staff
- Compile monthly usage reports
- Handle all cash receipts, deposits (from fines, book sales, copies, copiers, replacement IDs, etc.)
- All the same duties for SRSU-RGC, except make IDs.

Uvalde Campus

Karen Baen – Director of Libraries

- Prepare the annual budget
- Oversee all purchasing
- Ensure that reports are accurate and prompt including monthly usage reports as well as state and national reports
- Oversee the selection of all materials and equipment for the library
- Conduct library tours as requested by the college and community
- Supervise the staff keeping accurate time sheets
- Serve as Chair of the Library Advisory Committee and, as such, be sure the library meets the needs of the faculty and students
- Uphold the goals and policies of the Library Policy Handbook
- Plan projects for the improvement of library services.
- Oversee all operations-reference, cataloging, circulation, interlibrary loan, publications relations, weeding, etc.
- Keep abreast of new developments in the field of information science
- Coordinate services to SRSU-RGC students
- Confer with the directors of the study centers on library service at the centers
• Maintain the library web page
• Evaluate library operations, services and resources at all campus sites on a regular basis. The use of documented results is submitted to the Office of Institutional Research.

April Cole – Instruction and Outreach Librarian
• Provide reference and information literacy instruction in-person and online through customized instruction sessions, workshops, tutorials and other modes of instruction.
• Lead and participate in the assessment of library instructional activities and library services objectives.
• Develop print and online instructional materials, including LibGuides and tutorials.
• Manage online databases and electronic resources.
• Generate and compile usage reports for library electronic resources and services and the library website.
• Participate in collection development and curriculum review.
• Develop collaborative ongoing relationships with faculty, students and staff to support teaching, learning and research.
• Develops and maintains library policies, procedures, and services, and may coordinate college-wide library responsibilities; including reference, off-campus/extension services, information literacy, collection management, access services, library technology, and web presence.
• Serve on campus and college-wide committees; participate in the development of college initiatives; assist in the formation of policies, procedures, goals and objectives of the library.
• Maintain an established schedule, including some evenings and weekends, and possible multiple campus locations
• Manage library services functions, including selection, supervision, development and evaluation of Library Services staff; the coordination of library functions and services with other library, campus, and college activities and services.
• Makes recommendations, reports, and actively participates in strategic planning, budget preparation, expenditure and assessment.

Marcelino Alderete – Acquisitions Technician
• Takes care of all library purchases and bills for all three campuses
• Schedules and hires work-study students, makes arrangements for substitutions if needed
• Communicates with vendors and suppliers
• Receives and verifies new materials
• Responsible for Absence Report
• Maintain financial and statistical records and reports for SWTJC and SRSU-RGC
• Assists in the preparation of the library budget
• Teaches library orientation, if needed
• Maintain database statistics, monthly and annually, as well as other library statistics

Brenda Cantu – Circulation Technician
• Supervise the Circulation Desk – answers phone, reference questions
• Train and supervise work-study students
• Maintain fine and overdue list for SWTJC and SRSU-RGC, places holds on student records in Colleague when fines have been accrued
• Process Interlibrary Loan materials and contact patrons
• Prepares materials for delivery to Del Rio and Eagle Pass
• Handle all cash receipts, deposits (from fines, book sales, copies, copiers, replacement IDs, etc.)
• Assists other library staff as needed
• Notify patrons of overdue materials as well as items found or left in the library such as wallets, drivers’ licenses, etc.

Vacant as of 3/2012 – Catalog/Reference Librarian
• Responsible for cataloging all new library materials for all campuses including SRSU-RGC
• In charge of scheduling Library Instruction classes and maintaining the Instruction calendar, assists with instruction in Del Rio and Eagle Pass when needed
• Creates records of Reserve materials
• Assist in review, evaluation, selection of materials, equipment, and service
• Assist with reference—both print and electronic
• Represent the library and/or college at professional meetings.
• Serve on college committees as assigned
• Carry out additional duties as directed by the Library Director
• Stay abreast of new developments in the field of library and information science

Frank Gonzales – Computer Technician
• Troubleshoot and repair library computers
• Perform routine maintenance on all library computers and printers including periodic clean-up of saved materials as well as the machine exteriors
• Install and maintain virus protection on all library computers
• Troubleshoot issues relating to electronic access and maintenance, which will include computer and proxy server maintenance
• Assist students in using word processing, Excel, Web CT, etc., software
• Help with problems from Del Rio and Eagle Pass centers by phone and in person, as needed.
• Responsible for computer security programs in all three libraries (Deep Freeze)
• Assist in solving distance-learning problems as needed.
• Assist the Library Director in making sure all licenses are up-to-date.
Vacant as of January 2014 – Serials Technician
• Maintain all library books upstairs and periodicals in order and accessibility
• Maintain up-to-date files on periodicals, checking in each issue as received.
• Process periodicals for patron use and for storage: date, ownership stamp, magnetic security tape, display cover, repair
• Communicate with subscription companies in ordering and in making claims for missing issues
• Update hard-copy periodicals lists for the library and for the SWTJC extension centers in Del Rio and Eagle Pass
• Compile circulation records of periodicals and provide statistics for monthly reports. (Cataloging Technician assists.)
• Assign shelving duties to all work-study students, supervise and train them
• Handle all library mail: take out-going mail to post office, pick up incoming mail, open, sort, and distribute all items to the appropriate staff members
• Maintain all copiers: remove and count money (Cataloging Technician assists)

Vacant as of April 2014 – Electronic Resources Librarian
• Serve a lead role in acquisition and license agreement negotiations for electronic resources, including electronic books, journals, and databases
• Coordinate the work of electronic resources staff and others engaged in negotiating licenses and monitoring to assure best practices and quality control
• Serve a lead role in providing user access to and the management of electronic resources using The Library Corporation system
• Troubleshoot issues relating to electronic access and maintenance, which will include computer and proxy server maintenance
• Maintain database statistics, monthly and annually, as well as other library statistics
• Assist in the maintenance and design of the library website
• Assist in planning and implementing services and training for the study center libraries with visits to the branches as necessary

Vacant as of January 2014 – Catalog Technician
• Attach magnetic tape to new library materials for 3M security system
• Attach pockets, laminate books, cover jackets, stamp books, type spine labels, etc.
• Inspect all materials before they are placed on the shelves in all three libraries
• Oversee annual inventory of all materials correcting all problems found: barcodes, spine labels, bibliographic information, etc. Alert Cataloging Librarian when this is done so missing and lost lists can be run on TLC
• Repair materials as needed
• Prepare items for correct disposal when they are deleted from the inventory
• Mail duties in the absence of the serials technician