

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