Media Copy Center Federal Work Study

Brief Description of the Position:

Students in the media/copy center are responsible for helping patrons, faculty and staff with the copiers and microfilm readers and printers. Their responsibilities may include but are not limited to clearing jams out of the copiers; changing toners; replacing copy paper in the machines; helping patrons find microfilm and use the printers; providing the faculty and staff with by-pass keys for the copiers; sorting daily mail; shelving current and bound periodicals and newspapers; staffing the A327 computer lab. Evening and weekend hours are available. Students need to be customer service oriented, dependable, self-starters with the ability to learn quickly and follow directions accurately.

Primary Duties:

Assisting patrons, students and staff with:

- Operating microfilm reader/printers, copiers, stereo systems, nursing computers, and VCR’s.
- Locating specific articles on microfilm and in periodicals/newspapers.
- Making transparencies.
- Answering questions and/or referring them to a staff person or reference librarian.

2. Periodical Responsibilities Include:

- Picking up the library mail from Business Services on a daily basis. The mail needs to be sorted and periodicals need to be security taped, date-stamped and filed in alphabetical order.
- Re-shelving any used materials (periodicals, bound periodicals, and microfilm) that are left on the carts or throughout the 3rd floor public area.
- Shelf-reading (on a regular basis) current periodicals, bound periodicals, newspapers, and microfilm to make sure that they are in the correct date/volume order.
- Straightening the entire 3rd floor public area.
- Putting away any used materials.
- Any specific jobs designated by the supervisor.

3. Copy Center Responsibilities Include:

- Straightening copier/microfilm/TV/VCR/stereo work areas as needed.
- Troubleshooting microfilm reader/printer and copier malfunctions by reading the owner’s manuals to remove paper jams and to add toners.
- Notifying library staff of any service calls that may need to be placed for copiers, microfilm machines, TV/VCR/DVD units, stereo systems or nursing computers.
• Keeping machines well stocked with paper and toner.
• Any specific jobs designated by the supervisor.

Special Requirements:

Job requires some lifting, bending and overhead shelving