

## Library Student Worker (Work Study) Application

Date \_\_\_\_\_

**Prior to filling out this form, you must have completed paperwork from Financial Aid, in order to obtain work-study funding:**

<http://www.ohiodominican.edu/finaid/workstudy/>

Have you completed this paper work? Yes \_\_\_ No \_\_\_

What work-study amount were you awarded? \_\_\_\_\_

### Personal Information

ODU ID Number \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Campus Address (if different from home) \_\_\_\_\_

Campus Phone (if different from home) \_\_\_\_\_

Major Field of Study \_\_\_\_\_

Extra-Curricular Activities – High School/College \_\_\_\_\_

\_\_\_\_\_

### Previous Work Experience

List the most recent employer first.

1. Business Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Supervisor \_\_\_\_\_

Date of Employment-from \_\_\_\_\_ to \_\_\_\_\_

2. Business Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Supervisor \_\_\_\_\_

Date of Employment-from \_\_\_\_\_ to \_\_\_\_\_

Please list any special skills that might contribute to your ability to work in the Ohio Dominican University Library.

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### Student Availability

Student worker schedules depend upon the position obtained. During the school year, the Library is open Monday through Thursday from 7:30 am until 10:00 pm, Friday from 7:30 am until 5:00 pm, Saturday from 10:00 am until 5:00 pm, and Sunday from 1:00 pm until 8:00 pm. Hours may vary during the Summer and on Holidays. Please indicate the hours you are available to work below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30am to 8:00am							
8:00am to 9:00am							
9:00am to 10:00am							
10:00am to 11:00am							
11:00am to 12:00pm							
12:00pm to 1:00pm							
1:00pm to 2:00pm							
2:00pm to 3:00pm							
3:00pm to 4:00pm							
4:00pm to 5:00pm							
5:00pm to 6:00pm							
6:00pm to 7:00pm							
7:00pm to 8:00pm							
8:00pm to 9:00pm							
9:00pm to 10:00pm							
10:00pm to 11:00pm							

**References**

1. Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

2. Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**Positions**

Please read the attached position descriptions and indicate which positions interest you.  
(Mark as many as you wish)

\_\_\_\_ Circulation Student Assistant

\_\_\_\_ Processing Student Assistant

\_\_\_\_ Collection Student Assistant

\_\_\_\_ Reference &amp; Instruction Student Assistant

\_\_\_\_ Periodicals Student Assistant

\_\_\_\_ Technical Services Student Assistant

Please return the completed application to the Circulation Services Desk in the ODU Library; or mail it to Ohio Dominican University Library, 1216 Sunbury Rd., Columbus, OH, 43219; or return the application by faxing it to 614.252.2650.

## Student Worker Job Descriptions

**CIRCULATION SERVICES STUDENT ASSISTANT:** Customer service, checking in and checking out of library materials. Processing OhioLINK shipments. Inventorying stacks. Receiving payments of library fines, multimedia charges, color prints, etc. Answering the circulation desk telephone. Shelving library materials and shelf-reading using Dewey Decimal Classification scheme (training provided). Special projects as assigned. Excellent written and oral communication skills are a must. Must be able to stand for long periods of time. Must commit to a regular work schedule. Approximately 8-15 hours per week, Monday-Sunday.

**COLLECTION STUDENT ASSISTANT:** Assists the Collections and Interlibrary Loan Coordinator with collection development/analysis projects, shelf-reading/inventory of various library collections, stack & collection maintenance/tasks. The assistant will also assist with Interlibrary Loan processes and other clerical duties as assigned. The qualifications necessary for this position are: Comfortable with computers (or a committed aspiration to learn), analytical, detail oriented with attention to accuracy, comprehends and abides by discretion and confidentiality, respects a diverse work environment while being able to communicate easily. Approximately 8 – 15 hours per week, Monday – Friday.

**PERIODICALS STUDENT ASSISTANT:** Prepare library periodicals, newspapers, and microforms for patron use by stamping, labeling, and adding security strips. Maintain periodicals area by shelving, shelf reading, and shifting periodicals, newspapers, and microforms as needed. Assist with special projects. Requires attention to detail. Approximately 8-10 hours per week, Monday-Friday.

**PROCESSING STUDENT ASSISTANT:** Prepare library materials for patron use by stamping, labeling, and adding security strips. Update item records in the library catalog. Assist with processing projects. Responsible for shelf reading assigned shelf area. Special projects as assigned. Requires attention to detail. Approximately 8-10 hours per week, Monday-Friday.

**REFERENCE & INSTRUCTION SERVICES STUDENT ASSISTANT:** Shelve new Reference books and other reference items. Print, collate and staple instruction packets. Proofread and use prototype instruction materials. Compile and file statistical reports, check Internet links on web pages, search in ODU and OhioLINK Library catalogs for titles and holdings information, research special topics using web sites, assist with various other reference and instruction-related projects. Knowledge of or interest in learning library/computer skills. Approximately 8-10 hours per week.

**TECHNICAL SERVICES STUDENT ASSISTANT:** Maintains library collection by doing inventories, editing and updating records in library catalog, and processing library materials. Assist with special projects. Responsible for shelf reading assigned shelf area. Requires attention to detail. Approximately 8-10 hours per week, Monday-Friday.