Caught in the Yuletide?

Too much hustle and bustle and not enough spirit of the holidays?

Relax for an afternoon and join us for the

MU Libraries’ Annual Winter Holiday Party
Tuesday, December 19, 2006
4:00–6:00 p.m.
Ground Floor Colonnade

Light sandwich fare and beverages will be provided by MULSA. You are invited to share a favorite holiday treat or finger food with the group. Friends and family are welcome!
MU Libraries’ traditional caroling session will take place on Monday, December 18. Persons interested in singing should gather in the Ellis Staff Lounge at 10:00 a.m., and we will carol the Library shortly thereafter.

An Announcement About Announcements

Do you have some libraries news you want to share with the world? If you would like to post your news or event to the MU Libraries gateway Web page, please fill out the newly created form at: http://mulibraries.missouri.edu/admin/forms/request.html

- All items should be submitted at least two days before they need to be posted.
- The items will be approved and possibly edited by the Communications Officer before being posted on the Web site.
- If you think that this information will need to remain on the MU Libraries Web site after it is removed from the announcements section, please suggest where you would like the link to be posted.

If you have questions, please contact Shannon Cary, Communications Officer, at carysn@missouri.edu.
**MU Libraries Vacancies**

* **Security Guard - 100% FTE;** work evenings primarily (typically, M-F 4:30 p.m. – 12:30 a.m.); hours are subject to change based on the needs of the libraries and security personnel. Alternate hours and some weeknights and weekends may be scheduled on occasion. $9.74/hr. Administration, Ellis Library.

Duties: Maintain the security and integrity of the library, its employees and its patrons after library administration’s regular hours. Responsible for hourly rounds, closing procedures, locking and unlocking doors as needed, assisting patrons and staff, setting/disarming alarm systems, and responding to any emergency or situation as needed. Must be able to apply established procedures to routine security situations and exercise good judgment to effectively handle non-routine situations.

Provide security assistance and protection for library staff, patrons and materials and enforce library and security policies and procedures. Conduct regular building patrols, open and close Ellis Library, prevent improper removal of library material, process lost and found articles, investigate and report security incidents (e.g., policy violations, thefts, emergencies, etc.). Perform special projects as assigned. Conduct annual space inventory, biannual equipment inventory and monthly surplus inventory. Maintain public address and keycard computer operated systems. Upkeep surveillance system and computer-based forms. Compose monthly security notice for interlibrary publication. Initiate communication with supervisor regarding security issues, project difficulties, etc. Flexibility in scheduling is essential; must also be willing to respond on short notice to requests for coverage. Must be able to work with minimal direct supervision.

Minimum Qualifications: High school diploma or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary. Possession of a valid Missouri driver’s license is required. First Aid and CPR certification courses may be required as a condition of employment.

Preferred Qualifications: Strong interpersonal skills; ability to both follow established guidelines and appropriately respond to unique situations; effective communication skills; ability to work in various situations. Must be reachable outside of work hours when in the general area. Prior security experience helpful. Basic computer/keyboarding skills are required. Must be able to pass standard First Aid and CPR courses as well as a security background check as a condition of employment. Ability to meet project deadlines. Ability to establish and maintain positive working relationships with staff.

**Assistant Director for User Services.** A full description of the position may be found at the following address:

http://mulibraries.missouri.edu/admin/Posdesc/Admin/AD_US.htm

**Digital Resources Cataloger and Digital/Tangible Media Cataloger.** Full descriptions of the positions may be found at the following address:

http://mulibraries.missouri.edu/admin/NewsNotes/Job_ads/Catalogers.htm

**Head, Journalism Libraries.** A full description of the position may be found at the following address:

http://mulibraries.missouri.edu/admin/job_postings/J_Librarian.mht

**Library Information Specialist I, Catalog Department.** A full description of the position may be found at the following address:

https://www.missouri.edu/%7Eemployment/vacdetails.php?vac=1005510

---

**Goodbye to Lisa Fountain-Tipton, Security Guard.**