

Job Title AFWS Summer 2025 Access Services & Delivery - Strozier Library

Job ID 62517

Location Tallahassee, FL

Regular/Temporary Temporary

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Department

[FSU Libraries](#)

Responsibilities

The Collections Access & Delivery unit at FSU Libraries is excited to announce several part-time openings this summer across multiple locations. Collections Access & Delivery is responsible for stewarding the physical collections in Strozier Library, the Dirac Science Library, and our remote storage facility so that the collections are accessible and usable. The unit is also responsible for the delivery of library materials to scholars across campus through the Library Express Delivery Service.

Duties include:

- Collects library materials from return receptacles.
- Checks in materials using the Integrated Library System (Alma), organizes items for shelving, and shelves them in the appropriate locations.
- Assists with locating materials, processing check-ins and checkouts, and managing curbside and hold requests.
- Maintains shelving and collections through shifting (physically moving collections of books), withdrawal projects, and shelf-reading.
- Provides friendly, knowledgeable service to library staff and scholars and supports additional projects as assigned by a supervisor.
- May operate a golf cart to deliver materials across campus.
- May assist with basic book repair and preservation.

Qualifications

- High school diploma or equivalent.
- Strong organizational skills and attention to detail.
- Professional and courteous communication skills, both in person and via phone/email.
- Reliability and ability to work independently after training.

Preferred Qualifications

- Valid driver's license required as this position may assist with campus deliveries through the Library Express Delivery Service (LEDS).
- Must be able to lift and carry up to 35 lbs.

How To Apply

If you have been awarded and have accepted an offer for Federal Work Study, you are eligible to apply for Federal Work Study positions. If interested in this Federal Work Study job opening, click 'Apply for Job' to begin the application process.

Equal Employment Opportunity

FSU is an Equal Employment Opportunity Employer.

Work Study Schedule

We are open 8-5 PM, M-F. This position requires availability to work 12–16 hours per week.

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