

Check it Out! Library Newsletter



Text-a-Librarian

Did you see those little green paper tents all over the tables in the libraries? They were promoting our newest **Ask Us** initiative. Starting in the Winter tri, along with asking questions in person, by phone, e-mail or IM, you will be able to text us and get assistance from a librarian. This new service will be available the same schedule as the library's other reference services:

Text-a-Librarian:

Sun 11am-10pm
Mon-Thu 8am-10pm
Fri 8am-5pm
Sat 9am-5pm

To text us, type: **txtJWU + your question + 66746**
Example: txtJWU what time do you close? 66746<send>



Many other academic libraries are now texting reference services to patrons, but JWU Library is the first in the state to use a Web-based application to allow its staff to receive and respond to text messages. Judging by the popularity of JWU Library's IM reference service (632 transactions since September!) students will love the new text-a-librarian option.

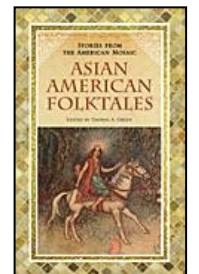
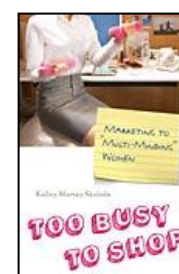
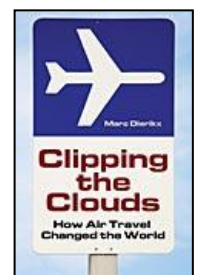
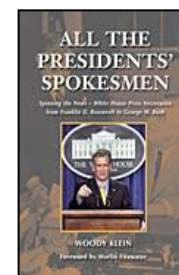
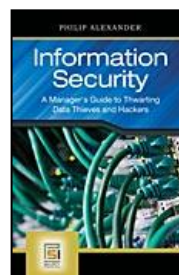
Please remember: **never text while driving!** It's against the law in Rhode Island. Any other time, drop us a line at txtJWU 66746.

E-Book Collection Grows

JWU librarians recently selected another **140+ e-books** from ABC-CLIO, one of the most respected publishers of scholarly works. The books can be found by searching the library catalog, or by going to the Databases A-Z list and clicking the link to the ABC-CLIO e-book collection. Titles cover such topics as business, history, information technology, literature, social science, and more. Below is a brief list of some of the newest titles:

ABC-CLIO eBOOK COLLECTION

- Asian American Folktales
- All the President's Spokesmen: Spinning the News
- Clipping the Clouds: How Air Travel Changed the World
- Encyclopedia of Indie Rock
- Information Security: A Manager's Guide to Thwarting Data Thieves
- Power Struggle: World Energy in the 21st Century
- Too Busy to Shop: Marketing to Multi-Minding Women





The Library's #1 Question:

How can I get a job in the library? That's right.

It seems that every JWU student wants to work in the library. We can't say we blame them. But why is it so hard for students to get a job here? To address that topic, we've put together the following FAQ:

1. Why can't I get a job in the library?

You can, if you are lucky enough to be picked for one of twenty-seven (27) possible positions.

2. How many applications for those 27 jobs does the library receive?

The library averages about 100 applications per term.

3. Who does the hiring?

The library has five hiring managers for its student employees.

4. What skills are you looking for?

Different positions require different skills. For positions at one of the library's customer service desks, good communication skills are essential. Having an eye for detail, a desire to be a cooperative team player, and the ability to commit to a predetermined schedule are also essential qualities for any student employee.

5. Should I include a cover letter with my application?

That's particularly worthwhile in order to specify your scheduling preferences and limitations. Hiring managers often need to fill particular openings in the schedule. Indicate whether you are available mornings, afternoons, or evenings. Can you work weekends? Make sure to tell us.

6. Does previous library work experience help?

It can but it's not essential. The majority of students we hire have never before worked in a library, but they do demonstrate a positive attitude, a willingness to learn, and an aptitude for being responsible employees.

7. What's the best way to qualify for a library job?

Use the library as much as you can for your own studies. Learn about its resources and services. Introduce yourself to the staff. Let them know how eager you are to understand what the library has to offer.



8. How will I know I'm being considered?

Someone will contact you to set up an interview. Because we receive so many applications, we can only contact those students we want to interview.

9. When should I apply?

The best time to submit an application is at the start of the last month of the term. Generally, a few student assistants graduate each term, vacating their library positions.

10. If I don't hear from someone, should I reapply?

Absolutely. Although we keep all applications on file, it's a good idea to update your resume with any new accomplishments and then resubmit it.

11. What advice do you have for the interview?

Show up on time. If for some reason you must be late, call the person who set up the interview and let them know. It's also worth dressing like you care. First impressions do count.

12. Do you prefer to hire undergraduate or graduate students?

We do not have a preference. Much depends upon the needs of the area for which a position is being filled. Behind-the-scenes positions tend to need daytime staff, while the circulation and reference desks may need coverage anytime between 7:30 a.m. and 12:00 midnight. The hardest time slots for managers to fill are 'opening' and 'closing', so if you are eager to work early or late in the day, put that information in your cover letter. **Good luck to all applicants!**



Library student assistant Luana Sousa, '10