

# LIBRARY

Library Lower Level

Room L10

Contact person: Lisa Errico

Phone number: 516 572 -401 X27405

[lisa.errico@ncc.edu](mailto:lisa.errico@ncc.edu)

## Job Description

Work with Library faculty and staff assisting with general organizational and office tasks in the Resource Management Unit. Duties may include assistance with physical book processing, delivery of materials to the Access Service Unit, sorting mail, discarding books and working with the Library's digital catalog.

---

Federal

[Arthur.Friedman@ncc.edu](mailto:Arthur.Friedman@ncc.edu)

nts may also be assisting with scanning and copying documents.