



# AIM Library & Information Staffing

## LIBRARY MAINTENANCE SERVICE

When you have a need for help in maintaining library tasks and functions such as serials and technical processing, cataloging, or online searching, etc., **AIM Library & Information Staffing** offers a new approach that does not affect your temporary or permanent staff headcount. Our Library Maintenance Service provides trained professional and para-professional contract employees to handle many of these functions on a subscription basis.

You select tasks and functions to be performed on a weekly basis according to your overall needs and budget. An AIM contract employee will be selected to handle the service and, after an initial orientation to your system, will perform the tasks as outlined. An AIM representative will be in regular contact with both you and our contract employee to ensure your satisfaction with the quality of our services.

The Library Maintenance Service is billed as a subscription, much like looseleaf filing services are handled for law and accounting firms. You may account for this service in your budget under any number of account codes such as books and subscriptions, service agreements, or other non-personnel categories. You will receive an invoice for services performed on either a monthly, quarterly, or annual basis.

### ADVANTAGES

- Pay for tasks and functions rendered either monthly, quarterly, or annually
- Budget for this as a subscription service rather than as additional staffing
- Allocate funds to pay for the service in advance, avoiding sudden budget cutbacks

### TASKS AND FUNCTIONS

Some of the tasks and functions that you may choose from are listed in categories below:

Acquisitions	Interlibrary Loan (ILL)	Online searching
Cataloging - Copy	Inventorying and weeding	Records management
Cataloging - Original	Library automation	Reference
Circulation	Library barcoding	Serials management
Collection Development	Library routing services	Serials claiming
Data entry	Management - procedures manuals	Serials processing
Document retrieval	Management - staff supervision	Shelving
Filing	Moving	Technical services/processing
		<i>and others as requested</i>

*(Continued on reverse side.)*

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## **FREQUENCY OF SERVICE**

Basic service is offered for a minimum of 8 hours per week. The volume of the service may be increased up to 40 hours per week. If more than 40 hours per week is needed, then additional service agreements must be initiated. Normally, specific days and hours are selected for the service depending on your requirements and the availability of our contract employees. If changes in the schedule arise due to illness or vacation, the contract employee will make up the time during the course of the month or a substitute will be provided.

## **FEE FOR SERVICE**

Once the specific tasks and functions have been selected, the number of service hours per week will be determined. Based on the level of experience and education needed to perform the work, an AIM contract employee will be chosen. A quote for the Library Maintenance Service outlined will be prepared to meet your specific need. You may select your payment plan based on a monthly, quarterly, or annual invoice amount. The service includes total costs, and each invoice will be a standard amount for each payment.

## **PAYMENT TERMS AND DISCOUNTS**

The Library Maintenance Service may be contracted by the month, the quarter, or on an annual basis. A discount of 5% is offered on annual subscriptions. Invoicing precedes the period of service. For example, service during the month of April will be billed in March and due upon receipt.

## **TERMINATION**

The service may be terminated by either you or AIM with a thirty (30) days advance written notice. The fee will be refunded on a pro-rated basis if termination occurs before the end of a service period.

## **HIRING OF AIM CONTRACT EMPLOYEES**

AIM candidates submitted to the client for consideration are subject to placement fees for six months after their submission, should they be hired by the client, its subsidiaries, or if run through other temporary agencies. Any direct hiring of AIM contract employees will also be handled according to our Direct Hire policy and subject to current placement fees.

## **EQUAL EMPLOYMENT OPPORTUNITY**

AIM is an equal opportunity employer. AIM refers candidates in accordance with our company policy. Our policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Personal data submitted by AIM on its employees is highly confidential and for the client's lawful personnel use only.

## **FOR MORE INFORMATION**

To place a personnel order, or for more information, contact the AIM toll free at **877-965-7900**.

Visit our website at **[www.aimusa.com](http://www.aimusa.com)**.