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Interlibrary Loan Borrower

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Official University Job Title: Staff Assistant

Library Title: Interlibrary Loan Borrower

Description: (paragraph)

Processes Interlibrary Loan and Document Delivery requests from Georgia Southern University faculty, staff and students. Hires student assistants and ensures that each student employee is properly trained and supervised and assigned tasks to accomplish. Coordinates and accomplishes the reshelving operation for books in the stacks. Interacts with all segments of university community.

Duties: (list)

- *Uses ILLiad management software to process and request ILL items for Georgia Southern students, faculty and staff.
- *Processes received items and document scans. Solves related problems. Communicates with patrons and lending libraries.
- *Processes Document Delivery requests from University faculty and distance learners.
- *Coordinates the reshelving of books in the stacks.
- *Hires, trains and supervises student assistants.
- *Assists co-workers with lending functions of ILL.
- *Reports cataloging and database problems to C&RS librarians and staff.

Essential Duties & Responsibilities:

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
Processes Interlibrary Loan requests from University patrons for books, articles, and other information to be borrowed or copied from other libraries' collections.	40%
Processes received returnables and document scans. Communicates with patrons and lending libraries.	25%
Processes Document Delivery requests from University faculty and distance learners for items owned by Henderson Library.	15%
Coordinates the reshelving of books in the stacks. Directs the work of students and staff in reshelving.	10%
Assists co-workers with lending functions of ILL.	8%
Reports cataloging and database problems to C&RS librarians and staff.	2%

