

1-5-2015

Interlibrary Loan Assistant, Part Time

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Official University Job Title: Staff Assistant, Part Time

Library Title Interlibrary Loan Assistant, Part Time

Description: (paragraph)

This position normally works 6 hours a day Monday through Friday. Many different tasks related to interlibrary loan, document delivery, and shelving are accomplished by the person in this position including mailing materials, scanning and delivering articles and chapters, pulling books and periodicals from stacks and ARC, and shelving books and loading materials into the ARC.

Duties: (list)

- *Pulls books and periodicals from stacks and ARC for Lending and Document Delivery
- *Scans and delivers articles and chapters for Lending, Document Delivery and Borrowing
- *Opens mail and packages books and other items for campus, USPS and UPS mailing
- *Shelves books, periodicals and microfilm and reads shelves to maintain good order
- *Loads materials into ARC and audits ARC bins
- *Special assignments and projects including shifting materials

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
Pulls books and periodicals from stacks and ARC for Lending and Document Delivery	15%
Scans and delivers articles for Lending, Document Delivery and Borrowing	20%
Opens mail and packages books and other items for mailing	20%
Shelves books, periodicals and microfilm and reads shelves to maintain good order	25%
Loads materials in ARC and does routing ARC maintenance such as auditing bins	10%
Special projects such as shifting materials	10%