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Interlibrary Loan Lender

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Official University Job Title: Staff Assistant

Library Title: Interlibrary Loan Lender

Description: (paragraph)

Processes Interlibrary Loan requests from other libraries for loans or photocopies of Georgia Southern University [Henderson Library] materials. Handles attendant record keeping. Hires student assistants and ensures that each student employee is properly trained and supervised and assigned tasks to accomplish. Interacts with all segments of university community.

Duties: (list)

- *Uses ILLiad management software to process and fill ILL requests from other libraries
- *Communicates with staff at other libraries concerning requests, damaged materials, invoices, etc.
- *Hires, trains and supervises student workers. Directs the work of part time staff in ILL tasks
- *Delivers articles electronically; packages books for mailing; prepares UPS labels.
- *Orders supplies and maintains order in the workroom.
- *Assists co-workers with borrowing, document delivery, GIL Express and service desk

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 and fills ILL requests from other libraries for materials to be physically lent or supplied electronically. Uses ILLiad management software, online catalog & databases.	45%
Solves problems related to ILL requests including incomplete citations, late returns, damaged or lost items.	10%
Hires, trains, supervises and assists student workers. Directs the work of part time staff in ILL tasks.	15%
Assists co-workers with borrowing and document delivery functions of ILL, *service desk, *GIL Express	25%
Orders and maintains supplies for ILL unit. Maintains order in the workroom.	3%
Reports cataloging and database problems to C&RS librarians and staff.	2%

