



POSITION AVAILABLE: INTERLIBRARY LOAN ASSISTANT

Job Title:	Interlibrary Library Loan Assistant	Pay Type:	Hourly
Status:	Part-Time	Pay Rate:	\$12.55 per hour or DOE
Hours per week:	29 or as needed based on business need	Benefit Eligibility:	Not Eligible for Medical Benefits
Position Close Date:	Open Until Filled		

Benefits: This position is eligible for PERSI Retirement, Paid Time Off, and holiday accrual. For a full description of the benefits associated with this position, download the PDF [here](#).

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Position Summary

The Interlibrary Assistant performs duties in assigned areas related to interlibrary loan (ILL), processing, circulation, and collection maintenance. Duties may include the following: searching public catalog (ILS) and resource sharing databases to locate and place requests on books and other library materials to fill interlibrary loan requests; maintains records and statistics related to interlibrary loan; utilizes circulation functions in ILS to create and update ILL records and patron blocks; assist with receiving newly purchased and donated items and processing materials for use by the public; set-up and maintenance of related collection devices and kit materials; performs other tasks as assigned. Work is performed independently and under general supervision.

Duties and Responsibilities

Essential

Reviews, searches, processes and resolves issues with patron interlibrary loan requests and requests from other institutions, utilizing library catalog ILS and resource sharing software (OCLC).

Prepares materials for mailing or delivery to requesting library or District branches and receives materials returned from loan and returns items to library collection.

Successfully interacts with customers and staff regarding loaned materials and resolves related issues.

Assists with collection maintenance in checking local bibliographic records and deleting holdings as needed in ILS and OCLC.

Regularly answers calls coming through the library's general phone line and provides exemplary customer service.

Updates and assists Public Services Manager on changes to ILL database, procedures, service and/or policies. Updates

and maintains District profile in resource sharing software/database.

Assists with set-up and maintenance of library loaned technological devices, kits and equipment.

Marginal

Works with public services staff to invoice for District items damaged or not returned. Records monthly interlibrary loan statistics and submits other data as needed. Deselects, deletes and discards materials no longer needed for collection. Participates in interlibrary loan and ILS training as available and needed.

Works public services desks. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities: Proficient with standard Microsoft applications (including Office applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. General understanding of public libraries and library services and the principles of library classification.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

The job requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts; the job has accountability for ensuring customer satisfaction district-wide. The incumbent understands and communicates knowledge of customers' priorities and needs.

Experience: 2 years of library experience, public library preferred

Education: High School Diploma or GED and 2 years of postsecondary education, or equivalent education, training, or experience.

Training, Licenses, or Certifications: Courses and/or training in computerized library catalog systems

Supervisory Responsibility: May indirectly supervise volunteers on occasion and/or coordinate workflow in a team environment

Preferred Qualifications: Bachelor's degree or MLS/MLIS degree from an ALA accredited library school and bilingual, preferably Spanish-English, or other languages. 2 or more years of experience in circulation and interlibrary loan. Knowledge of the principles and practices of automated library systems and library classification systems, OCLC, and knowledge of trends and practices in library service. Extensive experience and familiarity with computers, MS Office programs and online searching. Familiarity with social media platforms and conventions. Desired personal attributes include a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

Working Conditions

Physical Requirements: The job requires the employee to sit (frequently); occasionally stand, twist/turn, maintain flexibility, and speak clearly; perform fine manual dexterity movements; constantly see, hear, and listen; occasionally stoop/bend, kneel, walk, squat, crouch, and balance. The job also requires the employee to lift and carry up to 30 lbs; reach at, above,

and below shoulder height; grasp objects weighing 30 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, and perform basic math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, vendor applications, library systems and databases, and email and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as work with mobile devices, cameras, DVD players, book carts, and small tools and labels.

Work Environment: The job requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

Expected Hours of Work: The job requires employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

Expected travel: None

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.