

Job Description

Rev. 4/2022

JOB TITLE: Library Assistant – Interlibrary Loan/Document Delivery.

SUPERVISOR: Adam Clark

DUTIES:

- Processing RapidILL lending requests.
- Electronic delivery of incoming article requests.
- Retrieving lending loan items.
- Scanning lending article requests.
- Assisting with packing and shipping outgoing lending requests and borrowing returns for both ILL and EZBorrow.
- Unpacking and sorting incoming borrowing loans and lending returns for both ILL and EZBorrow.
- Processing incoming and outgoing EZBorrow requests through ReShare.
- Other duties as assigned.

SKILLS:

- Basic computer skills such as printing, scanning, and keyboarding.
- Ability to understand and use RapidILL software and the library's Periodicals A-to-Z list.
- Must be able to lift books, push a book truck, and stand for periods of time.

NUMBER OF HOURS: 8-10 hours per week

WORKING HOURS: 2 hours per day Monday through Friday. (Between 8:00 AM – 4:00 PM)