

# Winnefox Library System

## Position Description

**Position:** Interlibrary Loan (ILL) Page  
Part-time, non-exempt position

**Date:** January 29, 2014

**General Purpose:**

Providing interlibrary loan and delivery service for 30 member libraries allows member libraries to provide ILL services to their patrons (borrowing) & other libraries (lending).

**Supervisor:** Interlibrary Loan Specialist

**Salary Matrix Level:** XA

**Essential Duties and Responsibilities**

Duty / Responsibility	Performance Standards
<b>ILL Processing</b>	
Process incoming ILL requests (print requests, search library catalog, place holds, retrieve items from shelves, inspect materials for damage or missing parts, check out to borrowing library in circulation system, update ILL software, prepare for statewide delivery or mail).	Borrowing libraries receive the items requested in a timely manner, or a reply indicating the item cannot be filled.
Process ILL returns (inspect returned items for damage or missing parts; discharge intact items; update items to "complete" in ILL software.)	Loaned materials are processed and returned to the member library, and damaged items are given to Interlibrary Loan Specialist for assessment.
<b>Delivery of Materials</b>	
Unpack and sort system and statewide deliveries.	Handling of delivery materials runs smoothly.
Package and mail ILL items being loaned to other libraries. Take mail to post office each weekday.	Materials are processed for delivery to borrowing libraries so library users receive the items they request.
Distribute routing slips and delivery box cards as needed.	Sufficient supplies of items are on hand at all times. Libraries receive requested supplies in a timely manner.
<b>Records</b>	
File and maintain paperwork pertaining to borrowing & lending.	Hard copies of notices and bills can be found in Winnefox files.

Process overdue notices and bills.	Items are returned or replacement cost is paid to member library.
Count paperwork and enter numbers into existing spreadsheets.	Accurate statistics are available as needed, and for annual reports.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Computer skills including confident use of personal productivity software (word processing and spreadsheet.)
- Inter-personal skills; capable of working in a team environment.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to prioritize tasks.
- Ability to handle multiple projects and deadlines.
- Ability to adapt to change; willingness to learn new ways of doing things.

**REQUIRED EDUCATION AND/OR EXPERIENCE**

High school diploma or equivalent.

**TOOLS AND EQUIPMENT USED**

Typical office equipment, postage meter, calculator, fax machine, photocopier, computers and software including computer workstation, barcode reader, and printers.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to handle or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push objects weighing 60-80 pounds on carts, and lift boxes weighing up to 50 pounds.

**WORK ENVIRONMENT**

Typical office environment.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.