

Ball State University
Position Description

Department: University Libraries
Dept Code: 12300

PC#: 503084
Salary Grade: 9 N

Position Title: Interlibrary Loan Assistant

Reports To: Interlibrary Loan Supervisor

Revision Dates: 11/96; 11/2000; 2/2005

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: None.

Position Function:

Coordinate and perform activities related to processing materials borrowed for ILL patrons; manage automated copyright compliance recordkeeping; handle overdues and renewals; and assist Interlibrary Loan users in person and over the telephone.

Duties/Responsibilities:

1. Process incoming borrowed materials to ensure accuracy and timely availability to ILL users which includes receiving, verifying and examining, recording due dates, and notifying patrons of arrival.
2. Manage copyright compliance database in accordance with federal copyright law; manage files for information ordered from copyright clearinghouses and document suppliers.
3. Receive and respond to renewal requests; record daily statistics and confirm borrowing requests are not owned by Ball State University.
4. Provide Interlibrary Loan and information services to users in person or by telephone.
5. Maintain current knowledge of systems and software used in ILL; verify requests for borrowing materials.
6. Coordinate the maintenance of files, forms, and supplies.
7. Perform duties of other Interlibrary Loan staff.
8. Perform other related duties as assigned.
9. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Up to eighteen months of additional training beyond high school in computers, library, or related areas or equivalent.

Experience: Over one through three years of related experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education:

Experience: Additional years of related experience.