

*Ball State University*  
***Position Description***

**Department:** University Libraries

**Dept Code:** 12300

**PC#:** 503095

**Salary Grade:** 9 N

**Position Title:** Interlibrary Loan Searcher

**Reports To:** Interlibrary Loan Supervisor

**Revision Dates:** 10/96; 11/2000; 2/2005; 11/2005

Human Resources Representative: Rhonda Thomas

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*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:**

Perform bibliographic searching and place orders for interlibrary loan requests received from BSU borrowers; assist patrons in person and by telephone; and prepare invoices, vouchers, and bookkeeping for statistical reports.

**Duties/Responsibilities:**

1. Search OCLC database for bibliographic record for patron requested materials; search holdings records for availability and determine best suited lender group.
2. Place order for patron requests on OCLC with selected libraries; accurately input required information on order form and process requests according to ILL standards; processes requests for Distance Education students; verify materials available.
3. Provide interlibrary loan and information services to patrons in person and on the telephone.
4. Handle incoming and outgoing daily office mail; maintain current knowledge of systems and software used in ILL.
5. Coordinate ILL billing with Bursar's Office and Accounting and prepare billing records according to established records.
6. Perform duties of other Interlibrary Loan staff.
7. Perform other related duties as assigned.
8. 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:** Associate's degree or equivalent in library science or related field.

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

**Additional Preferred Qualifications:**

**Education:** Bachelor's degree.

**Experience:**