

INTERLIBRARY LOAN ASSISTANT

Reports to: Interlibrary Loan Manager
Department: Interlibrary Loan

General Description

The Interlibrary Loan Assistant is supervised by the Interlibrary Loan Manager. The primary responsibility of the Interlibrary Loan Assistant is to pull requested items, sort incoming books, process books for holds, and other duties as assigned by the Interlibrary Loan Manager.

Duties & Responsibilities

- Retrieves books and materials from library stacks;
- Checks in materials;
- Activates holds;
- Notifies patrons when requested materials are available for pickup;
- Shelves requested materials for pickup;
- Performs other duties as assigned by the Interlibrary Loan Manager.

Education & Skills

- Must have a high school diploma or equivalent;
- Must demonstrate mastery of appropriate computer skills;
- Must demonstrate strong interpersonal and communications skills;
- Must exhibit critical thinking skills with an attention to detail;
- Must be willing to work as a team member;
- Must be punctual and dependable;
- Must be able to multi-task and work in a fast-paced, dynamic environment.

Physical Demands

- Must have the ability to lift (moderate – up to 25 pounds) push, bend and stretch;
- Must be able to search and pull books from shelves of differing heights.

Working Conditions

- Work is inside in a temperature controlled environment
- May be required to travel among THPLD locations

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Signed: _____ Date: _____