Technical Services Library Associate – ILL Lending

Tasks:

- Performs interlibrary loan (lending) activities
    - Checks SILO and OCLC for borrowing requests from other libraries
    - Retrieves materials from the shelves
    - Checks out materials in Polaris
        - Maintains patron records for libraries
        - Creates new patron records as necessary
    - Prepares materials for shipping
        - Maintains shipping labels
        - Creates new shipping labels
    - Uses appropriate shipping method (IA Shares, AEA Van, US Postal Service) to send materials
    - Uses postage meter to prepare materials for shipping via US Postal Service
- Performs interlibrary loan (receiving) activities
    - Opens packaging for materials that are sent to JPL
    - Checks in JPL materials
    - Puts book club sets on cart
    - Places ILLs loaned from other libraries in Loriel's basket
    - Completes lending process in SILO and OCLC
- Processes new materials
    - Covers books with Mylar (books with jackets), laminate (paperbacks), or CoLibri covers (books with matte finishes, archives, and other exceptions)
    - Puts New tape on items with Shelf Location: New
    - Monitors laydown dates to know when materials may be made available to the public
    - Checks in items to trap holds or to route to pre-shelving
    - Checks out J and YA materials to YS
- Prepares newspapers for patron use
    - Checks in daily newspapers
    - Processes newspapers (applying barcodes and labels)
    - Withdraws newspapers according to weeding schedule
    - Communicates availability of withdrawn issues to patrons who want them
- Maintains inventory of collection
    - Scans items on shelves for assigned collection
    - Uploads barcode data
    - Prepares reports of items that are not on shelf
    - Locates items that are not on shelf or flags them as "Missing"
- Withdraws materials
    - Print weed lists and retrieves items from shelves
    - Stamps items "Withdrawn"

    - Updates circulation status in Polaris to “Withdrawn”
    - Separates materials to ship to Better World Books from materials to recycle
    - Prepare materials to ship and notifies supervisor when boxes are ready to ship
    - Updates circulation status to “Missing” for items that cannot be located
- Performs collection maintenance
    - Looks for items that have been “Missing” for 6 months and updates status to “Withdrawn” if items cannot be found
    - Looks for items that have been “Unavailable” for 6 months and updates status to “In” or “Missing”
    - Looks for items that have been “In Repair” for 6 months and either checks in materials or discusses status with Circ Repair
- Performs database maintenance
    - Edits bibliographic and item records as directed
- Performs other duties as necessary

Salary:

- $17.64 per hour

Hours:

- Monday-Friday 8 a.m. – 12 p.m.

Benefits:

- IPERs
- Paid holidays that fall on days employee is scheduled to work
- Paid Time Off (PTO)
    - 0-5 years 3.43 hours bi-weekly
    - 5-10 years 4.2 hours bi-weekly
    - 10-15 years 4.97 hours bi-weekly
    - 15+ 5.73 hours bi-weekly