

## Job Description & Qualifications

Title: Circulation Librarian /  
Interlibrary Loan Coordinator

HOURS: 30 - 36 hours per week. This position requires some evening and Saturday hours.  
STARTING WAGE: \$15.00 per hour.

### **General Summary:**

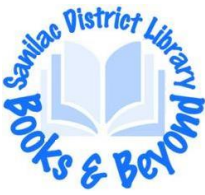
Under the direction of the Library Director, the Circulation Librarian performs a variety of duties and provides direct service to patrons by assisting them with library operations and material use, implementing policies and procedures, using technology to complete job duties while maintaining a positive work atmosphere as a member of SDL's team. These duties may be performed at SDL's main facility, the CPS Elementary School Library, the CPS High School Library or SDL's Bark Shanty Branch. This position may provide opportunities for professional growth.

### **Typical duties:**

The following statements are intended to describe the general nature and level of work being performed. Duties and responsibilities may be added, deleted or modified at any time by the Library Director.

### **Circulation Librarian:**

1. Perform all necessary tasks to accurately circulate library materials following established procedures and policies including checking items out and in, reserves, issuing library cards and updating patron records while maintaining confidentiality as per the MI Right To Privacy Act and state laws.
2. Prepare overdue reports and notices.
3. Properly follow procedure to receive funds given in payment or contribution.
4. Assist users in locating desired library materials owned by SDL or through interlibrary loan.
5. Demonstrate the use of the library catalog and provide reader's advisory information.
6. Perform basic reference interviews and conduct research to obtain and/or refer patrons to appropriate resources.
7. Answer questions regarding library policies, procedures, equipment, collections, programs and services to patrons in person, by phone or email.
8. Assist and instruct patrons about computer and internet usage and policies.
9. Assist patrons in making copies, sending and receiving faxes.
10. Monitor public behavior and resolve customer concerns and complaints according to SDL policies.
11. Maintain library collections by sorting, shelving, cleaning, processing and repairing materials. Conduct inventory and weed as per the Library Director's instructions.
12. Maintain the database of holdings by editing and/or importing MARC records as instructed by the Library director.
13. Arrange shelves and straighten items by classification number and maintain the library in a clean, orderly and safe condition.
14. Maintain supply of newsletters, brochures and flyers located in various areas of the library. Post approved public literature in lobby.
15. Assist in planning, preparing and implementing programs and events for all ages.
16. Update public access computers.
17. Perform opening and closing procedures to maintain building security.
18. Perform daily routine library functions as needed and as work load permits.
19. Attend staff meetings. May be required to attend various workshops.
20. May be required to perform other tasks as assigned by the Director or the duties of other library personnel as needed.



# Job Description & Qualifications

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Interlibrary Loan Coordinator

## **Interlibrary Loan Coordinator:**

1. Perform all necessary tasks to accurately process interlibrary loan requests.
2. Receive incoming ILL items.
3. Return ILL materials to lending library.
4. Develop and maintain ILL procedures.

## **Required Qualifications:**

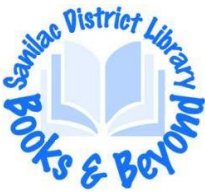
The Circulation Librarian position requires commitment to public service, attention to detail and a willingness to learn. The following competencies are required to enable training and to satisfactorily perform the functions of the job. It is essential for the employee to gain a thorough knowledge of the library's integrated library system and other resources. The employee is expected to maintain skills in order to continually upgrade to meet changing job conditions and technology advancements.

- High school diploma or GED. *Higher level of education is preferred.*
- Computer proficiency with keyboarding, email and the internet.
- Proficiency with Microsoft Office (Excel, Publisher and Word) is desired.
- Previous work experience in a library with knowledge of library methods and techniques is *preferred.*
- Customer service skills.
- Basic clerical and mathematical skills.
- Ability to read, understand and follow written and oral instructions.
- Organizational skills and ability to multi-task with high degree of accuracy.
- Ability to file alphabetically and numerically.

## **Required Physical Abilities:**

This position requires the ability to perform the essential functions contained in the job description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations *may* be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Visual acuity necessary to view a computer screen, review documents, read spine labels to retrieve library materials from shelves or storage areas.
- Hearing ability to discern voice and audible tones with some background noise in order to answer the telephone and customer inquiries.
- Physical ability to push/pull fully loaded book carts weighing up to 100 pounds.
- Ability to empty the drop box.
- Lift and carry stacks of books, materials and delivery bags weighing up to 40 pounds.
- Lift and/or move items which vary in weight, size, and shape and which could be located from the floor to overhead level and may involve climbing and balancing, bending, stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity and keyboarding/PC skills to effectively access information on the computer.
- Ability to stand or sit for prolonged periods.
- Ability to shovel snow and clean the library, if needed.
- Working conditions may include exposure to books and other materials that may contain molds, mildews and dust.
- Ability to travel to various training workshops.



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### **Personal Qualities:**

- Honest, hardworking and dependable with a strong sense of responsibility.
- Ability to think problems through to resolution using common sense and logic.
- Strong public service attitude with an understanding of the importance of good customer service.
- Possess the interpersonal and communication skills to effectively interact with staff and patrons in a courteous manner to maintain favorable public relations. SDL employees should be approachable and friendly but professional.
- Ability to work cooperatively with the director and staff with a positive attitude that is open to direction.
- Ability to multi-task, manage time and organize work to increase productivity under minimal supervision.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- Detail oriented with excellent memory and knowledge retrieval skills.