



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 3/28/2023  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: No  
Campus Security Authority: No

Title: Interlibrary Loan Assistant  
Status: Full-time, Continuing; non-standard 35-hour work week  
Grade: 6 (starting salary \$42,500)  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Interlibrary Loan Services Supervisor

### **PRIMARY PURPOSE:**

Assists the Interlibrary Loan (ILL) Services Supervisor and supports the operations of the Library's Interlibrary Loan department. Primary responsibilities include processing lending requests through retrieval of materials, accurate scanning of books, journals, and microfilms, retrieving electronic documents from databases, and shipping and receiving of incoming and outgoing mail. The ILL Assistant performs all the daily functions of ILL in absence of the ILL Supervisor. Other responsibilities include processing library mail and packages. This position is cross-trained to provide support for Borrowing Services unit.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Processes lending requests on a daily basis using Tipasa.
- Retrieves articles from databases, pulls journals and microfilm to scan articles for electronic delivery to borrowing libraries.
- Pulls books from the collections and packages for shipment to other libraries.
- Receives incoming mail and packages and delivers to appropriate library departments.
- Tracks and maintains interlibrary lending statistics and produces reports upon request.
- Provides backup to Interlibrary Loan Services Supervisor for borrowing requests.
- Provides training and direction to student assistants.
- Provides backup of Borrowing Services desk.
- Contributes to the Department's with a positive, pleasant, and user-focused customer service, conveying commitment to diversity, inclusion and cultural awareness.
- Meets with the Interlibrary Loan Services Supervisor and/or Assistant Director of Access Services on a regular basis and attends the Departmental staff meetings.
- Participates in job-related professional development activities.
- Participates in Library-wide and HELIN Consortium committee and task force work as appropriate.

#### Occasional Job Functions:

- May be required to work nights and weekends.
- Perform other related duties and responsibilities as assigned by the Assistant Director of Access Services and/or Library Director.

## **REQUIRED QUALIFICATION STANDARDS:**

### Education:

Bachelor's Degree from an accredited four-year institution.

### Experience:

One year of library experience.

### Skills, Knowledge and Abilities:

- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite
- Ability to learn software used in a library
- Accuracy and attention to detail
- Ability to work independently and as a team member
- Ability to work in a diverse environment and be customer service-oriented in working with patrons and other library staff
- Excellent time management and organizational skills; adaptability and flexibility

## **PREFERRED:**

- Experience in an academic library
- Experience working with integrated library systems
- Experience working in ILL/Document Delivery/Resource Sharing department

## **ENVIRONMENTAL CONDITIONS:**

Requires frequent standing and walking; occasionally required to lift, carry and push up to 25 lbs., stoop, kneel, reach high and low.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*