

Black River Falls Public Library - Interlibrary Loan Assistant Job Description

Nature of Work:

Assists the Library Director in the operations and activities of the Black River Falls Public Library. Under the director's supervision, the Interlibrary Loan Librarian oversees resource-sharing services for patrons and book clubs.

Responsibilities:

- Perform research to locate library materials outside of the Winding Rivers Library System and submit requests through WISCAT.
- Oversee daily resource-sharing services to ensure borrowing and lending requests are processed promptly.
- Submits invoices for lost items.
- Order materials for book clubs.
- Maintain knowledge of guidelines of the WISCAT lending system and other institutions such as the Department of Public Instruction
- Verifies loan requests for accuracy and in-system availability.
- Set up WISCAT patron and book club accounts and oversee account usage.
- Provides Interlibrary loan direction to other staff as needed.
- Provides consistent and enthusiastic service to the public as the first and last point of contact. Utilizes library policies and procedures as guides to find solutions.
- Performs service desk procedures such as registering patrons, collecting fines, assisting patrons with Interlibrary loan requests, providing reference and referral, scheduling individuals/groups for meeting rooms, etc.
- Promotes an appropriate work environment and maintains confidentiality of patron records.
- Performs circulation tasks such as checking in and out of library materials, assessing the condition of the materials, and preparing and processing daily reports. Shelving, shelf reading, facing, and occasional shifting of materials.
- Promotes library services and programming, assists with programming as needed, organizes special displays, and assists with outreach programs such as Library to Go.
- Assists with processing books: cataloging, labeling, withdrawing, repairing library materials, and inventory of supplies.
- Provides patrons with basic technology assistance, including computers, eBook devices (iPad, Nook, Kindles), and copier/scanner.
- Empties book drop regularly and checks in books.
- Assists with sorting of items donated to the library.
- Performs light housekeeping and cleaning duties as needed for the staff area and main library.
- Performs opening and closing duties.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Computer skills: proficiency with computer software and databases; ability to perform basic troubleshooting and searching; data entry, and limited patron computer assistance.
- Ability to operate basic office equipment, including copy machines.
- Ability to communicate effectively with staff and the public in person and on the phone.
- Adaptable to a variety of situations.
- Ability to comprehend and follow instructions.
- Ability to meet assignment deadlines by utilizing effective time management skills and communicating concerns with the Library Director or Library Services Coordinator.

Physical Demands of the Position:

- Bending/twisting and reaching.
- Lifting and carrying 50 pounds or less.
- Pushing and pulling loaded book carts, etc.
- Sitting, standing, walking, stooping, reaching, kneeling, and crouching.
- Occasional travel to meetings outside the library.

Experience / Qualifications:

- High school diploma required; post-secondary education preferred.
- Keyboarding and general office experience.
- Knowledge of classic and/or current authors is beneficial.
- Library experience is beneficial.

This position is 8:30 a.m. to 6:00 p.m. Mondays, 8:30 a.m. to 5:00 p.m. Tuesdays and Wednesdays, and an average of one Saturday a month 8:30 a.m. to 1:00 p.m.

Starting rate of \$14.50/hour

Reports to the Library Director