

**Leavenworth Public Library
September 2024**

JOB TITLE

Interlibrary Loan Technician

JOB SUMMARY

Under the supervision of the Library Director, employee manages inter-library loan service. This includes all technical and clerical duties needed to process all inter-library loan requests both for our patrons and our items.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepares a pick list of materials to be loaned to other libraries and processes those items for shipment via the courier or mail.
- Processes incoming Leavenworth Public Library materials as they are returned from other libraries.
- Requests materials from the Kansas Library Catalog (Agent) for our patrons according to policy.
- Processes incoming materials as they arrive from the lending library; contacts patrons by phone, e-mail, or mail.
- Returns borrowed materials to the lending library via the courier.
- Resolves overdue/lost issues of interlibrary loan items in a timely manner.
- Compiles statistics, prepares monthly and annual reports, including monthly courier statistics.
- Assists with Koha transactions and other areas of Technical Services as needed.

ADDITIONAL RESPONSIBILITIES

- Sorts incoming mail and routes to appropriate departments.
- Retrieves items from downstairs mailbox and delivers to Technical Services staff.
- Counts money and makes deposit in absence of the Business Manager.
- Works the Circulation desk as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to prioritize work and handle multiple responsibilities and interruptions.
- Ability to maintain effective working relationships with staff, other departments, and the public.
- Ability to accept change and adapt to changes quickly.
- Ability to maintain confidentiality with respect to sensitive personal information.
- Excellent oral and written communication skills are required.

EDUCATION, EXPERIENCE, AND TRAINING

High school diploma required, two years of higher education is preferred. One year of previous library or customer service experience is required. Computer skills include proficiency in Internet, Outlook, Microsoft Office. Familiarity with the public client of an Integrated Library System (ILS) is preferred. Proficiency with office equipment, such as copier, printer, fax, and telephone.

PHYSICAL REQUIREMENTS

Ability to stoop, bend, and stretch to look for and retrieve materials. Must be able to lift and carry up to twenty-five pounds and be able to push a cart of books that could weigh up to one- hundred pounds.

Employee Signature _____ Date _____

Job descriptions are meant to be general guidelines of the duties and responsibilities of the job and are not intended to list every possible task an employee may be called upon to perform.