



## Interlibrary Loan Assistant

Department: Interlibrary Loan  
Reports to: Interlibrary Loan and Reserves Manager

### Essential Functions:

- Check out books on automated software to borrowing libraries (ALMA)
- Opens incoming ILL mail
- Prepares borrowed items for Drake library patrons to use
- Download incoming requests from other libraries from ILLIAD (computer software) and emails
- Retrieve books and journals from stacks for ILL requests
- Package books to send out for delivery by US Mail or UPS, or MOBIUS
- Use flat bed scanner to scan out going journal articles for other libraries and also Drake patrons

### Knowledge/ Skills Required:

- Accurate keyboarding skills, computer experience, and attention to detail

### Equipment used:

- Personal computer
- Flatbed scanner

Hours per week:	Up to 10
Schedule:	Monday - Friday, 8 a.m. - 7 p.m.
Knowledge/Skills required:	Highly Technical
Complexity of work tasks:	Work is substantially complex and varied
Supervision of work:	Works independently
Scope of work's contact:	Impact routinely extends to the university and public
Routinely supervises the work of others:	No
Works with confidential information:	Occasionally
Pay Rate:	7.25