

Staley Library Student Employment

Position Title: Interlibrary Loan and Periodicals Student Assistant

Department: Staley Library

Supervisor: Interlibrary Loan Specialist & Educational Technology/Cataloging Specialist

Position Summary: Assists the Interlibrary Loan Associate in filling requests to other libraries, in processing items received for Millikin patrons, and in processing ILL items returned to Millikin. Assists in the processing and checking-in of print periodicals.

Position Responsibilities: Actual tasks will depend on the time of day worked and work flow considerations. The student assistant primarily sends our items out to other libraries and checks in items received for our patrons. For periodicals, student assistant primarily checks in issues and shelves them. Student responsibilities may include the following:

- Print call slips, retrieve items from shelves and process for sending.
- Label and fill ILDS bags for sending.
- Empty and sort ILDS bags and process items that have come for our patrons.
- Download and fill article requests through ILLiad. This will include downloading articles and retrieving items from the shelves. Articles may need to be scanned or copied and are sent by Odyssey, email, fax, ILDS, or U.S. mail.
- Download and fill loan requests from ILLiad. This will include retrieving items from the shelves, updating ILLiad, and sending items through ILDS or U.S. mail.
- Keep statistics as needed.
- Receive record in the Voyager Acquisitions/Serials module, prepare for public use, and shelve all new issues of print periodicals.
- Route applicable periodical titles to faculty and library staff.
- Identify missing or damaged issues.
- Assist in the annual shift of periodicals from current year shelving to retrospective shelving area. This includes removal of designated print issues that have limited retention.
- Inventory periodical holdings, to make sure that materials can be found by the library's users.
- Assist in periodical stack maintenance, such as to notify library staff if labels need to be replaced, or if print materials need to be placed in plastic cases.
- Other related tasks as needed.

Position Requirements:

- Be able to work two hours a day, 5 days a week. Actual hours worked can be flexible as long as it is some time each weekday.
- Willingness to learn new skills.
- Comfort learning and using different computer databases.
- Some library knowledge, ability to locate library items in stacks.
- Must be accurate. Accuracy is more important than speed.
- Comfort with varied pace.

Date of position description: September 2011