

**Adams State College
Nielsen Library**

**Resource Sharing Librarian
Position Description**

NATURE OF WORK

The Interlibrary Loan/Distance Education Librarian is responsible for the operation of the Interlibrary Loan Department, supplying material and assistance to Distance Education students, supervising staff and students, providing reference and research assistance to faculty, staff and students of Adams State College and community patrons, and participating in Collection Development activities.

SUPERVISION

The Interlibrary Loan/Distance Education Librarian supervises one Library Tech II and four to eight part-time work study students. The Interlibrary Loan/Distance Education Librarian reports to the Library Director.

SUMMARY OF RESPONSIBILITIES

- Provide Interlibrary Loan services using OCLC and Clio
- Provide Distance Education services using web forms, email and the internet
- Supervise and train staff and student assistants
- Develop policies and procedures emphasizing excellent customer service to both on-campus and off-campus users
- Promote use of Interlibrary Loan and Distance Education services to faculty, students and community patrons
- Provide technical assistance when requested
- Monitor and correct problems on OCLC, Clio and Ariel
- Collect statistics on Interlibrary Loan and Distance Education usage
- Analyze reports and statistical data to increase efficiency
- Maintain and update custom holdings on OCLC

- Monitor and report copyright usage
- Maintain accounts payable and receivable for Interlibrary Loan Borrowing
- Generate overdue notices and bills for Interlibrary Loan Borrowing
- Provide reference service
- Participate in collection development
- Serve on faculty committees
- Participate in profession organizations

PERSONAL DEVELOPMENT

The Interlibrary Loan/Distance Education Librarian will keep abreast of changes and trends in librarianship, particularly as applicable to Interlibrary Loan, Distance Education, resource sharing, document delivery and other computer-assisted information services. The Interlibrary Loan/Distance Education Librarian will report on Interlibrary Loan and Distance Education problem areas and procedural changes as applicable to customer service.

QUALIFICATIONS

- MLS from an ALA accredited library program
- Knowledge of information technology and library automation systems, including WorldCat Resource Sharing, Clio, Ariel and Innovative Interfaces
- Knowledge of reference and bibliographic tools for an academic library
- Ability to work independently with limited supervision
- Excellent analytical, problem solving and organizational skills
- Supervisory experience
- Excellent written and oral communication skills
- Demonstrated commitment to customer service and teamwork

- Ability to work well with a diverse clientele --- faculty, staff, students and community, both on and off campus

Prefer experience in:

- Microsoft Office and other PC applications
- Collection development
- Internet and database searching
- Bibliographic management software
- Familiarity with cataloging