Interlibrary Loan Supervisor

VSC UP – PAT Bargaining Unit

BASIC FUNCTION
To supervise the daily operations of the interlibrary loan processes; maintain the integrated module of the library information system; supervise the processing of all serial materials and assist with serial collection development and supervise bindery procedures.

CHARACTERISTIC DUTIES & RESPONSIBILITIES
• Plan, coordinate, develop and oversee interlibrary loan operations.
• Represent the college library in the New England Interlibrary Loan Consortia, NELINET.
• Maintain the serial and ILL portions of the automated library system following established network policies and procedures.
• Supervise and assist with inventory of serial holdings, serial check in and serial stack maintenance.
• Evaluate serial collections for growth, use, preservation and technological changes.
• Supervise in-house bindery procedures in addition to processing and preparing books and serials for professional binding.
• Keep detailed records using spreadsheets and databases for statistical purposes.
• Ordering of standing orders, journals, microforms and electronic databases.
• Approve invoices and monitor budgets.
• Confer regularly with library staff and VSC counterparts to coordinate and evaluate services and systems, exchange information and resolve problems.
• Hire, train, schedule, supervise and evaluate student assistants; provide student recommendations for scholarships and employment as requested.
• Train, supervise and evaluate part-time staff.
• Confer regularly with students, faculty, staff and other library patrons regarding interlibrary loan, serial or bindery issues and problems.
• Create monthly statistical reports and annual departmental reports for interlibrary loan, serials and bindery.
• Assist in development and enforcement of policies and procedures.

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December 2003
• Carry out various special projects related to primary functions.

SUPERVISION RECEIVED
Minimal supervision is received from the Library Director or other senior librarian.

MINIMUM QUALIFICATIONS
Bachelors degree, with Masters degree in Library Science desirable, plus two to three years of relevant library experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
• Administrative and office skills; familiarity with integrated automated library systems, database management and spreadsheet software.
• Ability to deal effectively with library patrons.
• Good administrative, organizational and supervisory skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.