



## Job Description Classification

**Interlibrary Loan Supervisor  
VSC UP – PAT Bargaining Unit**

**Grade 11  
Exempt**

### **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.

- Carry out various special projects related to primary functions.

Interlibrary Loan Supervisor

Page 2

- Keep abreast of new technical developments related to primary functions.
- Assist with other library operations and perform other related duties as assigned by library director.

### **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.**