MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: November 21, 1989

TITLE: Library Specialist III Reviewed/Revised: 4/14/15

SECTION: Adult Services – Interlibrary Loan

Summary:

Under general supervision of the section supervisor, obtains materials for patrons from outside library sources. Verifies bibliographic and location information, maintains records and statistics, transmits requests electronically and ships materials. This employee is also responsible for responding to other library’s requests for MPL materials. Aids with adult services support. Provides direct service to the public in the location of simple to complex information within the Library’s reference and circulating collections as well as Internet and other electronic resources.

DUTIES/EXAMPLES OF WORK

Processes all interlibrary loan requests to and from other libraries (60%)

1. Verifies bibliographic information.
2. Maintains records of transactions.
3. Processes incoming interlibrary loan materials.
4. Packages and ships all materials and requests.
5. Transmits requests to lending libraries.
6. Tracks materials in process and in transit; clears record upon return.
7. Registers all borrowing libraries on the Dynix system and searches for requests using Dynix to check out or place holds on MPL materials for borrowing library.
8. Handles questions and correspondence regarding interlibrary loans in progress.
9. Maintains ILL statistics.

Provides direct public reference and information service to library patrons (30%)

1. Conducts face-to-face, telephone, ore-mail reference interviews to establish precise information needs of library patrons.
2. Searches collection, including electronic resources & Internet for answers to these needs.
3. Performs readers’ advisory service for the public.
4. Assists patrons in obtaining materials through the interlibrary loan process when materials are not found in our library; verifies all requests and determines location of holdings.
5. Selects and prepares materials for book deposits.
6. Helps maintain a safe and inviting atmosphere in the library conducive to library users.
7. Gathers, records and maintains statistics related to library use.

OTHER (10%)

1. Performs other related and assigned duties as required.

KNOWLEDGE AND ABILITIES

1. Considerable knowledge of library operations, services and materials.
2. Ability to direct the work of others.
3. Ability to communicate effectively with staff and public and maintain effective public relations.
4. Ability to operate library equipment.
5. Ability to understand library policies and procedures and apply them to library operations.
6. Ability to gather statistics, analyze information and write reports.
7. Ability to use personal computers, Internet resources, social media, mobile devices and familiarity with word processing, database and spreadsheet programs.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.

# PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping
2. Bending/twisting and reaching.
3. Talking and hearing; use of telephone.
4. Far vision at 20 feet or farther, and near vision at 20 inches or less.
5. Lifting, carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing, pulling: objects weighing 60 – 80 pounds on wheels.
9. Mobility: travel to meetings outside library.

# MENTAL REQUIREMENTS

1. Analytical Skills: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
2. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
3. Planning and Organization Skills: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
4. Communication Skills: Effectively listen, process, question and interpret client requests, then communicate ideas and information both in written and oral form.
5. Reading Ability: Effectively read**,** understand, and implement information contained in memorandums, reports and bulletins, and reference sources on a broad range of topics.
6. Creative Decision-Making: Effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
7. Ability to Comprehend and Follow Instructions; To follow instructions from supervisor, verbally and in written form.
8. Mathematical Ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
9. Time Management: Set priorities in order to meet assignment deadlines.

# ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.
2. Flexible work hours; frequent evening and weekend hours.

# EQUIPMENT USED

Typewriter, calculator, copy machine, cash register, telephone, fax machine, microfilm/fiche reader/printers, audiovisual equipment, personal computer, receipt printer, collection security system, vacuum cleaner, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. Bachelor's degree from an accredited school.
2. Library course work in selection, organization of materials, and reference and information services.
3. Two or more years of library experience or its equivalent in relevant business experience.
4. Some computer experience, including Internet searching, word processing and database use.