



# ARCHBOLD COMMUNITY LIBRARY

## POSITION OF INTERLIBRARY LOAN SPECIALIST/CATALOGER

**Position available January 2, 2020**

**Will remain open until filled.**

### **Schedule and Salary**

- Full time hourly position starting at \$10.50/hour
- Average of 30 hours/week M-F with Wednesdays off

### **Primary Functions**

- Demonstrate excellent internal and external customer service.
- Proactively provide assistance at all service points as needed, including over the phone or via email.
- Work with patrons and staff to provide interlibrary loan materials that our Library otherwise could not offer.
  - Search for, request, process, and return interlibrary loan materials.
- Provide service and maintain liaisons with local book clubs and homebound services.
- Assist with collection development activities such as redistribution, purchase suggestions, or preliminary de-selection.
- Receive and distribute mail and deliveries daily.
- Track, process, and catalog the Library's various newspaper and magazine subscriptions.
- Process and catalog new DVDs.
- Process and catalog new audiobooks.
- Perform circulation responsibilities and related activities as needed.
- Assist with opening and closing duties.
- May serve on library committees.

### **Job Qualifications**

- High School Diploma
- 1-3 years related experience and/or training; or equivalent combination of education and experience preferred.
- Ability to read, analyze, and interpret documents such as policies and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively and apply active listening skills.
- Ability to communicate effectively when dealing with patrons or staff.
- Must have computer experience that would include MS office, the Internet, email, and ideally, the library catalog.
- Must be able to multi-task, prioritize, handle confidential information, and work independently.
- Should have some knowledge of literature, particularly for teens and adults.
- Must have regular and predictable attendance.
- Must possess physical stamina to lift, bend, sit, stand, and walk. Must have the ability to move book crates and carts and be physically capable of grasping and lifting library materials and performing repetitive hand and arm motions for extended periods of time.

Send resumé to:

Archbold Community Library  
attn: Director Huser  
205 Stryker St.  
Archbold, OH 43502

Or email resumé to:

s.huser@archboldlibrary.org

"Interlibrary Loan Specialist/Cataloger position" in subject line

**419-446-2783**