

Job Description/Title: Library Specialist - Interlibrary Loans, Periodicals & Circulation Desk

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

LIBRARY SPECIALIST - Interlibrary Loans, Periodicals & Circulation Desk

JOB SUMMARY

Under general direction, provide complex and technical duties involving interlibrary loans and periodicals. Perform variety of duties associated with circulation desk activities. Interpret and apply policies, rules, and regulations regarding access to collection and use of library materials. Receive supervision within a broad framework of standard policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Interpret policies, rules, and regulations regarding access to collection and use of materials; inform library staff of policy issues and possible modifications; determine library privileges by verifying individual user status.
2. Assist library users in locating and using materials and machines to obtain appropriate information, perform circulation desk activities.
3. Produce letters, memos, and reports as necessary
4. Maintain currency with new library technologies such as on-line search engines and library software programs.
5. Edit library patron records as needed.

INTERLIBRARY LOANS

1. Organize and coordinate interlibrary loan program through appropriate databases; serve as main source of information for interlibrary loans.
2. Analyze and determine appropriate interlibrary lending sources for requests; process interlibrary requests by using various online catalogs and software; search local electronic catalogues to locate materials for faculty, staff, and students; search world wide database (Online Computer Library Center) for out of system interlibrary loan requests. Receive and process interlibrary loan requests; submit requests to interlibrary loan interface; retrieve books and materials and send or hold as appropriate; monitor and follow up on overdue materials; notify reciprocal libraries of delinquencies and to renew checkouts. Communicate status of requests with patrons.
3. Assess, bill, and issue payment for overdue loan materials.
4. Maintain record of searches and completed requests; monthly interlibrary loan reports; daily statistics of requests.
5. Ensure compliance with copyright law as it pertains to interlibrary loans; explain copyright parameters to faculty as needed.
6. Serve as liaison with other libraries and attend meetings at other libraries to set cooperative policies for information sharing and lending of materials.

7. Develop and maintain interlibrary loan procedures and manual; document and report problem areas and draft procedure statements to recommend appropriate changes; serve as source of information to other library employees.

PERIODICALS

1. Receive and enter periodicals through integrated library system for acquisitions: process title and publication changes through integrated library system.
2. Develop and update procedures as necessary.
3. Claim missing back issues through Ebscohost service.
4. Update master periodicals list database and paper format; weed periodicals; send back issues to bindery as needed.
5. Maintain and update Faculty and Staff information center.
6. Keep statistics and produce reports.
7. Receive, process, and prepare all periodicals and standing orders for use; update lists to maintain up-to-date periodical collections and records; manage online subscriptions.

CIRCULATION DESK

1. Check library materials in and out.
2. Collect fines and fees; operate cash register.
3. Answer phones, take in fines; help patrons with questions and directions; serve as source of library policies.
4. Schedule rooms through scheduling system.
5. Issue library cards following library rules, edit patron information.
6. Assist circulation desk employees with circulation procedures, providing assistance and answering questions as needed; train and monitor student assistants.
7. Interact and communicate diplomatically with all library patrons (public, faculty, staff and students); mediate difficult situations with tact and diplomacy; contact or refer situations to other authorities as necessary.
8. Open and close the library following standard procedures and protocol.
9. Respond to inquiries from students, faculty, and staff regarding the various collections.
10. Maintain academic related information which may include: grant and workshop information, senate minutes and other material as required in up-to-date status.
11. Maintain records of requests and searches; maintain statistics and produce documents or reports using appropriate spreadsheet, database, and word processing software as needed.

Other Duties

1. Maintain a clean and orderly library environment.

2. Maintain and assist users with library equipment, including computers, printers and copiers, referring for repairs as needed.
3. Perform other duties related to the business of the department as assigned by department and program head.
4. Design and assemble displays to coordinate with electronic web displays.
5. Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, at least two years of college level courses in library science and two years of experience in library work using current library technologies and software programs.

Knowledge

Knowledge of: basic library principles, materials and procedures, including interlibrary loans; current library technologies and database search software programs; current office methods and practices; principles and methods of ordering books, supplies and equipment; library filing and indexing; circulation and reference sources, Library of Congress classification system; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: perform general library duties including library operations, efficiently use an online library system and Library of Congress classification system; quickly learn and apply specialized processes and regulations related to interlibrary loans and periodicals; learn and efficiently use current and new library technologies and software programs as required to fulfill the duties of the job; interact effectively with the public, students, staff, and faculty with diplomacy, tact, friendliness, poise, and firmness; prioritize tasks and do several tasks simultaneously; operate a variety of office machines; use word processing, database, and spreadsheet software accurately and efficiently as needed; learn and successfully use new software programs as needed to fulfill the requirements of the job; use good judgment in recognizing the scope of authority as delegated; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate physical effort which may include frequent standing, walking, lifting, and occasional climbing, crawling or stooping; handle, lift, push, and pull tools and materials up to 35 pounds. Indoor work environment.