

Job Description: Interlibrary Loan (ILL) Clerk

Job Title: Interlibrary Loan (ILL) Clerk

Position Type: Part-Time

Department: Technical Services

Reports To: Library Director

Job Summary

The Part-Time Interlibrary Loan Clerk manages resource-sharing operations between different library systems to borrow and lend materials for patrons. This role relies heavily on the **Polaris Integrated Library System (ILS)** and **OCLC WorldShare** networks to locate, track, and manage materials efficiently.

Key Responsibilities

- **OCLC WorldShare Management:** Receives, reviews, and logs incoming and outgoing ILL requests. Searches online catalogs and resource-sharing networks using **OCLC WorldShare Interlibrary Loan** to verify bibliographic data and manage lending strings.
- **Polaris Circulation Management:** Places holds, tracks item statuses, and modifies patron accounts using the **Polaris ILS**. Creates temporary item records in Polaris for incoming borrowed ILL materials to facilitate local checkout and returns. Materials must be acquired, cataloged, and processed objectively without personal bias or censorship.
- **Shipping and Receiving:** Inspects incoming and outgoing materials for damage. Packages, labels, and prepares items for mail, courier delivery, or statewide transport systems.
- **Communication & Support:** Corresponds with outside libraries regarding requests, recalls, and overdue items. Notifies patrons when their requested materials arrive or if a request cannot be filled. Maintains transaction files and tracks monthly statistics.

Physical Demands & Work Environment (ADA Compliant)

The physical demands described here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Communication & Data Input:** Must be able to exchange accurate information with patrons, vendors, and staff. Requires the ability to operate a computer workstation, scanning hardware, and processing tools efficiently.
- **Visual Acuity:** Requires close visual acuity to read spine labels, verify barcodes, input data, and analyze bibliographic records on a screen.
- **Mobility & Reach:** Constantly positions self to access library materials, including bending, kneeling, reaching, or crouching to retrieve items from high or low shelves.

- **Lifting & Transport:** Routinely moves library materials weighing up to **25–50 pounds**. Must be able to safely navigate and maneuver fully loaded book carts weighing up to **100 pounds** across various floor surfaces.

Professional Ethics, Confidentiality, and Intellectual Freedom

- **Patron Privacy:** This position has access to identifiable patron data within the Polaris ILS and electronic database logs. The employee must strictly adhere to state library privacy laws and internal library policies regarding the absolute confidentiality of library records and patron reading history.

Qualifications & Employment Requirements

- **Education:** High school diploma or equivalent required.
- **Experience:** Previous library experience using **Polaris** and **OCLC WorldShare** is highly preferred.
- **Pre-Employment Screening:** Successful completion of a comprehensive **background check** and **drug screening** is required prior to hire.