

# NEW CASTLE COUNTY GOVERNMENT

Number 1675

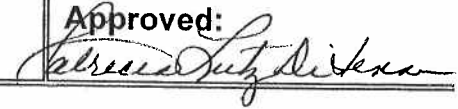
## CLASS SPECIFICATION

Page 1 of 2

Date 04/06/04

**Title:** INTERLIBRARY LOAN ASSISTANT

**Approved:**



**GENERAL STATEMENT OF DUTIES:** Provides technical assistance relating to filling interlibrary loan requests in an automated environment; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class uses online searching skills to verify, search, and order interlibrary loan requests through an online bibliographic utility, commercial document supplier or American Library Association (ALA) form following guidelines established by interlibrary loan regulations and procedures. The work is performed under the general supervision of a professional librarian.

### EXAMPLES OF WORK: (Illustrative only)

- Searches online bibliographic data base to fill out-of-state, interlibrary loan requests;
- Determines locations for material, selects the most appropriate sources for borrowing, and submits requests;
- Returns materials to lending libraries;
- Processes and responds to renewal requests;
- Monitors overdue process and notifies borrowing agencies of outstanding items;
- Maintains files and statistics of interlibrary loan transactions;
- Fills requests for materials from other libraries outside of the library system;
- May assist in processing invoices for interlibrary loan services;
- Participates in the activities of library organizations and attends training courses to upgrade skills and to keep informed of current trends and enhanced automated techniques;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of computerized searching of bibliographic sources, preferably with the Online Computer Library Center (OCLC); some knowledge of and an interest in libraries; some knowledge of clerical procedures and practices; ability to type at a rate of 40 words per minute with reasonable accuracy; ability operate a personal computer, data processing terminal, and other related equipment; ability to keep records and make reports; willingness to learn library techniques; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

# NEW CASTLE COUNTY GOVERNMENT

## CLASS SPECIFICATION

Number 1675

Page 2 of 2

Date 04/06/04

Title: INTERLIBRARY LOAN ASSISTANT

Approved:



**ACCEPTABLE EXPERIENCE AND TRAINING:** At least one year experience in clerical work and completion of a standard high school course or GED certificate program, including or supplemented by a course in typing; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### HISTORY OF REVISIONS

Established: 10/08/96  
Revised: 11/01/98  
Revised: 04/06/04