POSITION VACANCY ANNOUNCEMENT

POSITION: Library Assistant 2 – Interlibrary Loan Department

REPORTS TO: Library Associate 2, ILL Coordinator

SALARY: Minimum Salary $11.50 hourly; Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 0807591

DEADLINE DATE: March 30, 2011

JOB SUMMARY: The primary responsibilities of this Library Assistant II position are in the borrowing, lending and document delivery areas for processing ILL requests and materials to loan to other institutions.

RESPONSIBILITIES:

Borrowing
Performs borrowing functions in ILLiad, including bibliographic searching and database maintenance. Corresponds via phone or e-mail with libraries throughout the world to resolve borrowing issues. Performs sorting and delivering of mail/fax/Odyssey and Ariel transmissions, and mailing of materials. Keeps informed of general lending policies of other institutions and communicates these effectively to customers when needed. Assists with establishing new and interpreting existing ILL Codes and Guidelines set forth by UF libraries regarding, consortia, national and international agreements. Monitors the Borrowing Outlook mailbox and handles all borrowing questions received from e-mails, or phone.

Lending
Performs ILLiad lending functions including renewing materials, updating database, maintaining email files, scanning and delivering mail/fax/Odyssey and Ariel transmissions. Assists student pagers by conducting bibliographic searches in catalog to find call number and location of requested items. Trains student assistants on how to page departmental libraries. Contacts branch libraries via phone or e-mail regarding loans of materials. Processes material in Aleph circulation system. Monitors Lending Outlook mailbox and handles all lending questions received from e-mails, or phone.

Document Delivery
Assists with the daily processing of Interlibrary Loan Distance Learning requests from off-campus IFAS centers and distance learners outside of Gainesville. Searches a variety of computer and printed bibliographic files to verify title and locate material. Assists off-campus IFAS and

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distance learners with their document delivery requests. Routes document delivery requests for materials available in the UF Libraries to the Lending side of ILLiad and manages processing those requests in ILLiad and Aleph.

**Customer Service and Teamwork & Interpersonal Skills**
Stays aware of department needs and priorities and exercises initiative to be as productive as possible. Communicates effectively and professionally and interacts with colleagues in a positive and respectful manner. Assists customers with inquiries in person, via email, and by phone.

**Other Duties as Assigned**
Stays current in ILL processes and best practices. Assists other ILL staff members with their primary tasks in Lending, Document Delivery, and Borrowing as dictated by workload and staffing. Participates on committees, initiatives, cross-divisional development opportunities such as reference desk and information point. Performs other duties as requested.

**QUALIFICATIONS:**

**Required:**
High School diploma or GED and 2 years of library or related clerical/customer service experience; or a Bachelors degree.

**Preferred:**
- Ability to interact pleasantly and effectively with co-workers and customers
- Effective verbal and written communication skills
- Ability to analyze procedures and suggest new ones
- Excellent organizational skills;
- Ability to set priorities;
- Attention to detail;
- Ability to learn course reserves workflow, practices, and policies
- Ability to learn Interlibrary Loan services, practices, and resources
- Strong computer skills.

**THE UNIVERSITY OF FLORIDA**
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at [http://www.ufl.edu](http://www.ufl.edu).

The George A. Smathers Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at: [http://www.uflib.ufl.edu/backpage.html](http://www.uflib.ufl.edu/backpage.html). For more information about the Libraries, please visit [http://www.uflib.ufl.edu](http://www.uflib.ufl.edu).
COMMUNITY:
Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the “Best Place to Live and Work” by Frommer’s Cities Ranked and Rated and as one of the “Best Places to Live and Play” by National Geographic Adventure. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two hour drive.

BENEFITS:
Twenty-six vacation days, nine paid holidays, and thirteen sick leave days annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment at UF available at http://www.hr.ufl.edu/training neo/default.asp.

APPLICATION PROCESS:
The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

If you are interested in this position please apply online at http://jobs.ufl.edu referring to requisition number 0807591.

For further details about this position please contact Tina L. Pruitt at (352)273-2595.