University Libraries
Student Employee Job Description

Title: Interlibrary Loan 1
Pay Rate: Basic

General Description: Assist in providing Interlibrary Loan services to the University community and to the general community.

Duties and Responsibilities:
1. Retrieving books and bound periodicals from Library stacks, basement/on-site storage, and other locations
2. Locating requested articles within journals, books, and microform
3. Scanning articles using overhead and flatbed/ADF scanners
4. Digitizing microform materials
5. Delivering materials using the ILLiad electronic delivery system, Odyssey, and Ariel;
6. Returning materials to appropriate locations in the Library
7. Preparing returnable materials for shipment
8. Checking out returnable materials on Millennium Circulation
9. Creating brief bibliographic records for circulating borrowed returnables
10. Providing assistance to Library users and outside institutions by phone and electronic mail

Required Qualifications:
1. Interlibrary Loan (ILL) students need to have attention to detail and be able to perform tasks both quickly and accurately
2. Students must be aware of deadlines and dedicated to quick turnaround time on requests
3. Students must be self-starters, able to work independently with minimal supervision
4. Must be actively enrolled in classes at Kent State University on at least a half-time basis

Preferred Qualifications:
1. Scanning and digital document management experience
2. Availability to work during intersessions