

Interlibrary Loan/Adult Services Librarian

Job Description

Working in collaboration with, and under the direct supervision of, the Assistant Director/Head of Adult Services, the ILL/Adult Services Librarian is responsible for processing incoming and outgoing interlibrary loans, including all Commonwealth Catalog requests and out-of-state mediated ILLs. The ILL/Adult Services Librarian is the first point of contact for ILL-related matters, working directly with the Massachusetts Library System's Resource Sharing Team regarding interlibrary loans, and reporting ILL and delivery data to CW/MARS.

The ILL/Adult Services Librarian assists with the maintenance and development of the adult and young adult collections, including inventorying and deaccessioning materials on an ongoing basis, and the acquisition of new materials..

The ILL/Adult Services Librarian regularly provides reference services and directs patrons to the appropriate library resources. Reference services include in-person, telephone, email, or mail inquiries. This position requires the ability to employ in-depth search techniques and a familiarity with ILS software.

The ILL/Adult Services Librarian also performs the following duties:

- Creates engaging book displays, reading lists, and a monthly newsletter
- Runs the “pull list” on a daily basis and retrieves library materials from the stacks for local or outgoing hold requests
- Troubleshoots library technology and assists patrons with public computers, printers, wifi, fax machine, copiers, etc.
- Routinely staffs the circulation desk
- Helps to update and maintain the library website
- Provides readers’ advisory to patrons
- Monitors library social media accounts; creates posts to promote library services, programs, and materials
- Runs circulation reports (Too-long-in-transit, Hopeless Holds, etc.) to ensure any issues are discovered and resolved in a timely fashion
- Provides support to the Cataloger in maintenance of bibliographic records
- Instructs patrons how to navigate the library catalog, library databases, and Libby; promotes digital literacy
- Assists with policy development and strategic planning
- Trains and/or supervises library volunteers

- Brings materials to the post office as needed for ILLs
- May occasionally be the senior staff member in charge, in the absence of other supervisory staff

The ILL/Adult Services Librarian works under the direct supervision of the Head of Adult Services/Assistant Director and under the overall supervision of the Library Director.

Bachelor's degree required; an MLS degree from an ALA-accredited program is strongly preferred. Three-five years of experience working in a library is required; public library experience is preferred.

This position is 32 hours per week, including one evening, and one Saturday per month; union, benefits-eligible.