Position: Interlibrary Loan Assistant (Part-time), Access Services Department, University of Delaware Library

Deadline: Open until filled

Pay Rate: $15.00 per hour (miscellaneous wage; no benefits)

Description: Prepares library materials for shipment to other libraries. Unpacks and sorts shipments of materials received from other libraries. Moves carts of shipments weighing up to 250 pounds between the Library’s mail room and the Interlibrary Loan Office. Assists with staffing the Interlibrary Loan service desk, including checking out books to users, answering routine inquiries, and troubleshooting problems with account access. Processes incoming Interlibrary Loan lending requests using ILLiad; may assist with retrieving material from the library stacks and scanning book chapters and journal articles. Performs other job-related duties as needed.

Qualifications: Requires a minimum of a high school diploma or GED; two years of college education preferred, in order to understand the research value and scholarly use of library materials. Requires excellent communication skills and ability to perform detailed and accurate work; ability to follow instructions, to work independently and to devise solutions to problems; ability to work effectively in a team environment; and interact well with people of all ages and diverse backgrounds. Must be able to lift with or without assistance, boxes of books and supplies weighing up to 50 lbs., push and pull full book carts weighing 250 lbs., and bend and reach to place books and journals on library shelves ranging from 3” to 90” high. Previous library experience preferred.

Hours: 10:00 AM – 2:00 PM, Monday – Friday, through December 20, 2019.

To Apply: Send cover letter and resume to Megan Gaffney, Librarian and Coordinator, Interlibrary Loan and Document Delivery Services, to gaffneym@udel.edu.

Equal Opportunity Employer: The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at www.udel.edu/home/legal-notices/

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.