

Position: Interlibrary Loan Specialist

Responsibilities:

- Serve patrons in requesting materials and navigating MeL to find pertinent resources
- Professionally communicate with staff, including staff at other participating libraries
- Process the incoming and outgoing materials ensuring each step is completed for every item
- Ensure all interlibrary loan and delivery procedures are followed with accuracy
- Generate reports to monitor outstanding items & follow up on avenues of resolution
- Create tutorials and promotional materials for library services, often in partnership with other staff members
- Design quality flyers and graphics for print and online use
- Develop and maintain displays to promote library events and services
- Community involvement and outreach
- Serve as assistant cataloguer as needed
- Assist with various library duties as needed (patron services, shelving, etc.)

Qualifications:

- A strong background in computers/technology and non-print materials formats
- Ability to quickly learn and use a variety of software (Circulation, MS Office, social media platforms, Canva, Libby, MeL, various databases)
- Attention to detail
- Ability to work independently & self-motivated
- Ability to assess and balance multiple priorities
- Patience, tact, and excellent communication skills
- Enjoys learning as well as teaching
- Writing and proofreading skills
- Ability to lift 50 lbs

Marcellus Township Wood Memorial Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.