University of Wisconsin - Superior  
Position Description  
Library Services Assistant - Advanced

POSITION SUMMARY: This position is responsible for providing services in the Public and Technical Services Units of the Jim Dan Hill Library at the University of Wisconsin-Superior. The duties of this position include the verification and processing of all borrowing and lending interlibrary loan requests using several online systems and serving as a resource person for interlibrary loan related questions. The technical services duties of the position include managing and maintaining the print periodicals and government document collections, deaccession of library materials and acquisitions ordering. The position is responsible for all course reserve materials for faculty and instructional staff. The position provides backup for the Public Services and Technical Services Units. The position reports to the Library Director and work is performed under general supervision.

A. Public Services Duties  
a. Interlibrary Loan  
i. Process ILL borrowing requests in accordance with interlibrary loan guidelines for materials not available at UW-Superior. Select appropriate borrowing sources with consideration of budgetary constraints.
ii. Process ILL lending requests from other libraries.
iii. Update lending/borrowing requests as they are received and returned via automated interlibrary loan systems (ILLiad).
iv. Notify patrons of materials received via ILLiad.
v. Notify/bill patrons with overdue and lost ILL books. Process payments to lending libraries.
vi. Process requests for library materials for distance education students.
vii. Provide instruction on use of ILLiad, verify bibliographic citations, and recommend reference librarian assistance when appropriate.
viii. Recommend and update ILL policies.
ix. Participate in ILL meetings/teleconference sessions as scheduled by UW System.

b. Reserves  
i. Maintain resources on reserve utilizing the integrated library system.
ii. Maintain accurate reserve records and create reserve reports.
iii. Correspond with faculty and library staff regarding reserves.
iv. Analyze and resolve problems with reserves records, functions, circulation, etc.
v. Assure copyright compliance for materials placed on reserve.

c. Circulation  
i. Provide circulation services in compliance with library policy and schedules.
ii. Assist patrons with location of materials. Recommend reference librarian assistance as needed.
iii. Accept and accurately record all monetary fine transactions.
iv. Update/process holds due to lost items in PeopleSoft.
v. Assist patrons with use of library equipment.
vi. Open/close library in absence of Public Services Supervisor.
vii. Supervise students in absence of Public Services Supervisor.
viii. Accurately process weekly fine deposits with the Cashier’s Office during absence of Public Services Supervisor.
ix. Participate in UW System meetings/teleconferences as they pertain to Public Services.

d. Resource Sharing  
i. Process Resource Sharing (UW System Libraries) borrowing and lending requests for materials in absence of Public Services Supervisor.

B. Technical Services Duties  
a. Print Periodicals  
i. Manage and maintain print periodicals. Accurately claim, process, and manage access and organization for print periodicals.

b. Government Documents
i. Manage and maintain Wisconsin government documents collection.
c. Weeding and deaccession of library materials.
d. Ordering
   i. Accurately process book orders electronically via other vendors as requested, verify book request information, and assist with book processing as requested.
C. Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

• Knowledge of library practices and procedures.
• Technology and computers skills; Internet, word processing, spreadsheets.
• Strong organizational skills and attention to detail.
• Strong problem solving and decision making skills.
• Excellent written and oral communication skills.
• Ability to work independently and with others.
• Ability to carry out tasks with minimal supervision and follow through in a timely manner.
• Ability to deal with customers, vendors, staff, students and the general public in a positive manner.
• Ability to communicate effectively with a diverse campus and population.

MINIMUM QUALIFICATIONS

• Minimum 2 year associate degree or 2 years’ experience working in a library.

PREFERRED QUALIFICATIONS

• Experience working in an academic library.
• Experience working with OCLC, ILLiad, Ex Libris’ Primo and Alma.
• Experience working with diverse cultures and learning styles.