

Delaware State University
Job Description

Title: Interlibrary Loan and Reference Services Librarian	
Date: Revised May 2021	Eligible for Overtime:
Salary Plan and Grade: Librarian II	

General Description of the Job

Under the direct supervision of the Executive Director of Library Services, this position oversees the Library's interlibrary loan operations and is one of several highly skilled librarians responsible for providing library information literacy instruction.

Essential Functions

The following are the functions essential to performing this job.

1. Performs Interlibrary Loan (ILL) duties and uses electronic ILL management systems, including Tipasa.
2. Coordinates with library staff for the retrieval and/or scanning of books, journal articles, and other materials (e.g. microfilm) from various library locations.
3. Forwards articles to patrons and borrowing libraries via ILL management systems or via email. Maintains positive relationships with fellow ILL lending institutions.
4. Provides information literacy instruction, information services, and assists users with online databases, research website navigation, and library catalogs.
5. Identifies and interprets patrons' needs; provides reference services remotely and in person at the Reference and Circulation desks.
6. Provides quick responses to questions via the library's live chat, email, and telephone inquiries.
7. Serves as library liaison to Delaware State University's Education program, and to other departments and programs as assigned.
8. Selects and recommends materials to support instruction and research in assigned liaison areas to the Executive Director.
9. Develops materials for and teaches library information literacy instruction.
10. Develops subject guides and online tutorials in a variety of formats.
11. Teaches workshops on library databases and other online research tools.

Other Functions

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

12. Performs other duties and projects as assigned by supervisor.

Required Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of education field.
2. Experience teaching research and information literacy classes.
3. Excellent oral/written communication and interpersonal skills.
4. Computer experience, including relevant software and online applications.
5. Strong oral and written communication skills and interpersonal skills.
6. Ability to work effectively with diverse public and staff.
7. Strong interest in working in a fast-changing environment of new technologies and expanding services.
8. Must be knowledgeable and use the Library of Congress classification systems to perform duties.
9. Understanding of U.S. copyright laws.

Qualification Standards

1. Education: Master's degree in library/information science from an American Library Association (ALA) accredited institution.
2. Successful experience: Three years (academic experience) from an accrediting institution.
3. Other preferences: Additional Master degree in a relevant subject area.

Performance Standards

The criteria for evaluation in this position include, but are not limited to, the following:

1. Demonstrate knowledge of the DSU Fundamentals
- 2.

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.