State College of Florida, Manatee-Sarasota  
Job Description

**Job Title:** Inter-Library Loan Clerk  
**Reports to:** Library Department Chair  
**FLSA Status:** Non-Exempt  
**Level:** 112  
**Position Class:** C9961

**Job Summary:**
To process requests for inter-library loans from students and staff.

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**NOTE:** Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

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**Essential Duties and Responsibilities:**
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Obtains materials requested by State College of Florida, Manatee-Sarasota patrons from other lending agencies. Evaluates alternative sources to promote most efficient service.

2. Provides materials from State College of Florida, Manatee-Sarasota collections on both campuses to other requesting institutions as per established policies.

3. Prepares information and statistical data for reports, tracking and special studies.

4. Answers routine inquiries using standard bibliographic materials and/or computer data systems, and refers those requiring professional assistance to librarian.

5. Helps patrons in the use of public access catalog, library computer systems, and multimedia equipment. Assist in the effective use of instructional materials and equipment.

6. Ships, receives and processes return of all inter-library loan materials.

7. Uses document delivery equipment to transmit and receive requested materials.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• **Education/Experience:**
  Associate's degree or equivalent from two-year college or technical school and two or more years’ related experience and/or training; or equivalent combination of education and experience.

• **Supervisory Experience:**
  This job has no supervisory responsibilities.

• **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

• **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

• **Reasoning Ability:**
  Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

• **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing, spreadsheet, and internet software. Within three months of hire must be able to use College e-mail, Library maintenance software, OCLC Cataloging Micro-enhancer and other College required software.

• **Certificates and Licenses**
  None required

**Responsibility for People and Property:**
None required

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with staff and students.

• **External Contacts:**
  This position has routine contact with various library associates and inter-library loan officials.
**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<td>Preparing Manager</td>
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