

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Library Assistant 3 (Interlibrary Loans)
Library
Regular Full-Time Position
Position Number 344000

General Description

The Interlibrary Loan Assistant reports to the Access Services Coordinator. The primary responsibilities of this position include searching for, obtaining and processing materials not owned by the APSU Library for the students, faculty, staff and administration of the university and lending APSU Library materials to other institutions. Supervision of this position is minimal and the person in this position must work independently and make sound decisions based upon job-related knowledge. Additionally, the person in this position interacts not only with different groups within the University and community, but also with other institutions of higher learning nationally and internationally and must have good interpersonal skills.

Primary Duties and Responsibilities

- Effectively manage the daily operations of the interlibrary loan and document delivery service.
- Use ILLiad / Odyssey and Ariel systems and the online catalog to accomplish borrowing, lending and document delivery of library materials.
- Process requests for materials not owned by the APSU Library (borrowing) through ILLiad / Odyssey and Ariel.
- Process and fulfill requests from other libraries for APSU Library materials (lending) through ILLiad / Odyssey and Ariel.
- Process requests from the APSU community for materials owned by the APSU Library (document delivery) through ILLiad.
- Prepare materials for mailing; receive materials shipped from other institutions; keep attendant shipping and receiving records.
- Process and verify statements for invoiced materials on a monthly basis or more frequently if necessary.
- Provide backup assistance for other library staff as needed.
- Serve on Library and University committees as required.
- Perform other job-related duties as assigned.

Essential Functions and Abilities

- Ability to learn, understand and interpret library policies, University policies and laws and regulations pertaining to interlibrary loan operations.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to effectively operate scanners, copiers, and associated software such as Ariel, DocMorph, and Adobe Acrobat.
- Ability to learn a variety of highly specialized software applications such as OCLC, ILLiad / Odyssey, Ariel and others as necessary.
- Ability to perform troubleshooting and problem solving tasks.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to prioritize and manage multiple tasks simultaneously.
- Ability to provide effective customer-oriented service.
- Ability to operate automated library information systems.
- Ability to be detailed-oriented, with ability to sustain attention to detail.
- Ability to read printed materials and computer screens.
- Ability to lift up to twenty pounds and transports materials to and from library shelves.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of previous library work experience.
- Working knowledge of bibliographic information.
- Computer literacy and proficiency using MS Office Suite (Word, Excel) and Internet browsers (Firefox, Internet Explorer).
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- Some college course work.
- Previous academic library experience.
- Previous experience with OCLC Interlibrary Loan, ILLiad / Odyssey, and Ariel.
- Previous experience with an automated library system.

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