



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted July 8, 2025*

**JOB OPPORTUNITY**

JOB TITLE: Interlibrary Loan Assistant

WORKSTATION: Newport (Tech Serv)

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

SCHEDULE: 4 Hours Daily Monday-Friday. Flexible shifts between 9a-5p

COMPENSATION: \$12.00 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



## Interlibrary Loan Assistant

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REPORTS TO:	Collection Services Coordinator
JOB CLASSIFICATION:	2
STATUS:	Non-exempt
REVISED:	09 June 2025

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### **BASIC FUNCTION:**

Under the general direction of the Collection Services Coordinator, the Interlibrary Loan Assistant works with the Interlibrary Loan Specialist and other staff to perform Interlibrary Loan tasks.

### **RESPONSIBILITIES:**

- Assist with Interlibrary Loan (ILL) as directed.
- Prepare and post outgoing ILL materials via postal mail, receive incoming ILL mail.
- Receive ILL materials from KYVL courier. Prepare ILL materials for return via KYVL courier.
- Assist with ILL processing, paperwork, files and records as directed.
- Prepare material for circulation, creating item records and placing holds for the requesting patrons and sending items to the branches.
- Perform other duties as assigned.

### **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- High school diploma required
- Some post-secondary education or relevant work experience preferred.
- Competency with standard office software, including Microsoft Office products, email, and internet usage.
- Ability to use Pitney Bowes PitneyShip software to accurately weigh and label packages.

**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.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to

work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

*The job description is not a contract between the library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the library and/or the library may request the employee to perform duties that are not listed on the job description.*

**ACCEPTED BY:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Newport (Tech Serv)