



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

**JOB OPPORTUNITY**

JOB TITLE: Interlibrary Loan Specialist

WORKSTATION: Newport (Tech Serv)

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

SCHEDULE: Monday 9a-5:30p  
Tuesday 9a-5:30p  
Wednesday 9a-5:30p  
Thursday 9a-5:30p  
Friday 9a-5:30p

COMPENSATION: \$18.25 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 Specialist

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REPORTS TO:	Collection Services Coordinator
JOB CLASSIFICATION:	5
STATUS:	Non-exempt
REVIEWED:	1 July 2025

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### **BASIC FUNCTION:**

Under the general direction of the Collection Services Coordinator, the Interlibrary Loan Specialist is responsible for the operations of the Library's interlibrary loan (ILL) department including receiving/processing requests, maintaining appropriate records of requests, and filling requests from other libraries using OCLC's WorldShare platform and/or other resources. The Interlibrary Loan Specialist responds to questions from both patrons and other libraries concerning Interlibrary Loan. Duties require independent judgment and action. The Interlibrary Loan Specialist interacts with the public and with other staff.

The library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

### **RESPONSIBILITIES:**

- Process patron Interlibrary Loan requests.
- Address incoming Interlibrary Loan requests from other library systems.
- Coordinate the return of items belonging to other libraries.
- Process incoming and outgoing materials including packaging and shipping of ILL materials.
- Support staff and patron book clubs via Interlibrary Loan and in-house book kits.
- Maintain statistics and produce monthly reports on ILL operations.
- Serve on committees as assigned.
- Perform other duties as assigned.

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

- Bachelor's degree or a combination of post-secondary education and relevant work experience.
- Knowledge of library principles and practices and the ability to put them into practice.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Extensive computer experience with standard office software, including Microsoft Office products, email, and internet usage.

**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: \_\_\_\_\_