



JOB DESCRIPTION

Salary Grade: 4 CUPE 1328

Job Title:
Inter-Library Loan Clerk

PRIMARY FUNCTION

The primary purpose of this job is to record and maintain files of all journals/periodicals in the professional library and to perform duties on the circulation desk.

MAIN RESPONSIBILITIES

1. Processes reports for articles or books not available in the TCDSB Professional Library (Inter-Library Loan) by:
 - receiving request from TCDSB staff for books or journal articles which are not in the library
 - utilizing phone or mail to contact other libraries or vendors
 - utilizing "Periodical Index" to locate the required bibliographical information (such as ISBN (for book requests), ISSN (International Standard Serial Number) for journal articles and title, volume, issue, date, title of article, author, pages number)
 - utilizing computer to record reference requests from TCDSB staff (such as name, school, topic)
 - searching various sources such as computer, listing of journals to locate article or book requested
 - complete Inter-Library Loan form and forwarding to source of journal requesting copy
 - photocopying article for library vertical file
 - writing subject classification on the article for filing in vertical file.
2. Processes requests from non-TCDSB Librarians for articles and books by:

- receiving requests for books, journal articles, etc. from other librarians
 - searching sources in library for requested item
 - utilizing microfiche viewer/printer and/or photocopier to produce copy of requested article
 - stamping article with “copyright” stamp and forwarding by regular mail or courier.
3. Records and maintains files for all journals/periodicals (about 600) received in the library by:
- recording name, issue, and date of each new issue on white cards in the Kardex filing system
 - redirecting copies for other C.E.C. staff, stamping and filing library copies
 - maintaining journal filing system by filing journals and replacing damaged pocket as required
 - recording journal changes (such as name change, cancellation or when publication has ceased) on pink cards in the Kardex filing system
 - updating journal changes in ‘Union listing of Periodicals’ (i.e. listing of cooperative libraries relating to Inter-Library Loans) by entering handwritten changes, also sending changes to originator of listing for correction when publishing new issue.
4. Maintains microfiche or microfilmed files of Journals/Periodicals by:
- receiving microfiche/microfilm journals annually from supplier
 - confirming items received on packing slip
 - recording items received on pink cards in Kardex file
 - keeping current issues, removing and discarding all fished issues, placing in boxes for use by resource teachers and/or forwarding to other staff as requested
 - filing each fiche received in alpha order by name of journal.
5. Performs duties on the library circulation desk by:
- receiving books returned from circulation, returning card to book pocket, and reshelving books in correct numerical sequence
 - processing books (including reserve books) for loan by removing card, checking dewey decimal number, placing card in ‘out’ files and inserting date due card in book pocket
 - forwarding reserve book as requested
 - advancing return date on stamp, stamping sufficient ‘date due’ cards for books taken out each day
 - counting (each morning) cards of books processed for loan the previous day, stamp with return date, file card in card box in numerical or alphabetical order
 - responding promptly to incoming calls on a 4-line telephone, providing information or searching for books as requested by caller, or referring call to appropriate staff member

- assisting in opening and stamping mail, distributing to department staff as requested
- greeting and assisting library patrons with general research requests (e.g. locating French/English dictionary, demonstrating photocopier, fiche reader) as required.

6. Performs other duties as assigned and required.

SKILL

- 2 year college diploma in Library Techniques, or equivalent
- 1 – 2 years related experience.

EFFORT

- Complexity of the job is in locating articles and books from different sources and in responding to diversity of requests and enquiries. Planning daily workload is required due to the variety of tasks, following established procedures and high volume of material processed.
- Visual concentration is required when locating and copying articles (35 – 65%). Lifting books (up to 20 lbs.) about three times a month.

RESPONSIBILITY

- Independence of action in determining where to locate articles and in referring enquiries to appropriate
- Lack of requested article/information could lead to incomplete research by library patron. Inaccurate filing and recording of journals could lead to costly waste of staff's time in attempting to locate material.
- Contact is with department staff, teachers and other TCDSB employees to exchange information. Contacts with library staff of other boards and suppliers for the exchange of information.

WORKING CONDITIONS

- Open concept office environment. Exposed to dust daily from open shelves of books and journals.
- Stress may be experienced while working at the circulation desk and unable to perform other duties (such as searching for requested journal articles).