

<b>JOB TITLE:</b>	<b>BOOK PROCESSING/INTERLIBRARY LOAN ASSISTANT</b>
Department:	Charles C. Meyers Library, Technical Services
Location:	Library 103
Supervisor Name:	Molly Zogas
Supervisor Phone Number:	563.589.3559
Supervisor Email:	mzogas@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Pull books from shelves, checkout, label and ship to borrowers</li> <li>• Pull periodicals from shelves and scan articles</li> <li>• Sort and process incoming books, articles, and returns</li> <li>• Physically process new books including applying spine labels, book plates, security strips, covering with mylar book covers, etc.</li> <li>• Checking materials in and out using the library ILS system</li> <li>• Other duties as assigned</li> </ul>
Classification	None
Purpose or Role within the Organization:	Supports the library's ILL service as well as getting materials to the shelf
Rate of Pay:	\$8.00+
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None