

Jefferson County Library Cooperative  
2100 Park Place  
Birmingham, AL 35203

**Job Title: Librarian I – Interlibrary Loan – Full-time**

The Interlibrary Loan (ILL) Librarian supports equitable public access to library resources by managing daily borrowing and lending functions using OCLC WorldShare ILL. This position ensures timely, accurate fulfillment of requests and provides high-quality patron service for diverse community members. Other responsibilities include assisting with cataloging processes by creating and maintaining bibliographic records.

This role requires strong attention to detail, excellent communication skills, and the ability to work collaboratively in a dynamic public library environment.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- This position reports to the Technical Services Manager at Birmingham Public Library.
- ILL and related functions are performed at the Central Library of Birmingham Public Library.
- Manage all aspects of interlibrary loan using OCLC WorldShare ILL, including request processing, renewals, troubleshooting, and coordination with partner libraries.
- Communicate with patrons via phone and email regarding ILL request status, alternatives, and guidelines.
- Maintain records in the integrated library system (ILS) to accurately track ILL transactions.
- Maintain ILL statistics and prepare required internal reports.
- Coordinate shipping, receiving, and packaging of interlibrary loan materials.
- Stay current on interlibrary loan technologies and trends.
- Ensure compliance with copyright law, resource-sharing agreements, and library policies.

**OTHER DUTIES & RESPONSIBILITIES**

- Catalog monographs, audiovisual materials, serials, or electronic resources using Resource Description and Access, Library of Congress Subject Headings, Dewey Decimal Classification, Library of Congress Classification, and local metadata practices.
- May supervise one or more paraprofessionals, including conducting employee performance reviews, handling employee performance issues, and encouraging employee development.
- Assists in administering and interpreting the library's policies and procedures, especially those involving cataloging and interlibrary loan services.

## REQUIRED QUALIFICATIONS

- Master's degree in Library and Information Science from an ALA-accredited program.
- Demonstrated experience with OCLC WorldShare ILL or comparable interlibrary loan platform.
- Strong customer service skills and the ability to engage effectively with a diverse public and staff.
- Excellent organizational skills and accuracy in recordkeeping.
- Ability to work independently and collaboratively in a team-based environment.
- Must be able to satisfy the WORK ENVIRONMENT / PHYSICAL REQUIREMENTS stated below.
- Background check is required.

## PREFERRED QUALIFICATIONS

- Knowledge of and experience with current cataloging practices and principles, including Resource Description and Access, Library of Congress Subject Headings, Dewey Decimal Classification, and Library of Congress Classification.
- Familiarity with additional OCLC services (e.g., Connexion, WorldCat, FirstSearch).
- Ability to analyze data and prepare usage and service reports.
- Interest in emerging technologies and trends in interlibrary loan and library services.

## WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and the ability to understand information from microforms and PC monitors and the manual dexterity necessary for the regular use of PCs; ability to maneuver loaded books trucks weighing at least 100 pounds; ability to stoop, twist, turn, and move materials from place to place in the library; ability to lift moderate weight of up to 50 pounds is required. Must work nights and weekends as required.

## BENEFITS

80 hours biweekly – full-time, exempt, Grade 22, salary \$49,753.60 – \$60,486.40 (starting salary is commensurate with education and experience). Excellent benefits, such as medical, vision, dental, and life insurance, retirement contribution, sick and vacation leave, and 12 paid holidays per year.

## HOW TO APPLY

Applicants should submit the following materials for consideration:

- A completed application (available through the Jefferson County Library Cooperative website or Administrative Office)
- A current résumé
- A cover letter describing relevant experience, interest in interlibrary loan services, and qualifications
- Contact information for three professional references

Application materials should be submitted electronically to the Jefferson County Library Cooperative Administrative Office or delivered in person during regular business hours. Incomplete applications may not be considered.

Qualified applicants may be contacted for an interview.

#### DISCLAIMERS

Jefferson County Library Cooperative participates in the E-Verify program as required by Alabama law. All newly hired employees must have their employment eligibility verified through the federal E-Verify system. Applicants should be prepared to provide documentation required for completion of the Form I-9 and E-Verify process.

Jefferson County Library Cooperative provides reasonable accommodations to qualified individuals with disabilities as required by law. If you need assistance or accommodation during the application or hiring process, please contact the Administrative Office.

This job description outlines the primary duties and responsibilities of the position but is not intended to be all-inclusive. The library may modify or assign additional duties as needed to meet operational demands. The library reserves the right to revise job responsibilities to better align with evolving services, technologies, and community needs.

Jefferson County Library Cooperative is an equal opportunity employer.