

Atlantic School of Theology

Position: Access Services & Document Delivery Coordinator

Department: Library, Atlantic School of Theology, Halifax, Nova Scotia

Duration of Position: Term position starting November 2016 and ending June 25th, 2017

Summary of Position: The Access Services & Document Delivery Coordinator is responsible for fulfilling incoming and outgoing library requests for Atlantic School of Theology students, faculty, alumni, and staff. The coordinator also fulfills requests for other university users within Nova Scotia and Canada through *Novanet Express* and/or *Relais*. The successful candidate will also be responsible for assisting users in locating materials within our library, primary circulation duties, and reference.

Hours of Work: This is a full-time (40 hrs/wk.) term position

Hourly Rate: \$18.00 - \$21.71

Date of Closure: Complete applications received by November 4, 2016 are ensured consideration; applications can be considered until the position is filled.

Application Process: Please email resume, cover letter, and three references to rmartel@astheology.ns.ca

Position Description (includes but not limited to):

1. Document Delivery Responsibilities:

a. Interlibrary Loans

- i. Searches internal and external electronic databases, identifies appropriate lending libraries, and processes internal interlibrary loan requests using the interlibrary loan program *Relais*. Receives incoming interlibrary loans and distributes materials to students and faculty
- ii. Locates and retrieves material to fill external interlibrary loan requests using the *Novanet/Primo* library catalogue and commercial journal databases
- iii. Monitors renewals and returns of external and internal interlibrary loans
- iv. Monitors and processes Interlibrary loan billing
- v. Creates monthly statistics reports

b. Novanet Express

- i. Receives incoming Novanet Express loans from Novanet Consortia members and distributes materials to students and faculty
- ii. Locates and retrieves material to fill external Novanet Express loan requests using the *Novanet/Primo* library catalogue and commercial journal databases
- iii. Creates monthly statistics reports

- c. BARA**
 - i. Processes incoming and outgoing materials from various Nova Scotia Public Libraries using the online BARA platform
- 2. Access Services Responsibilities:**
 - a. Public Service**
 - i. Contributes an average of 30 hrs/wk. to the Circulation desk
 - ii. Answers basic reference questions
 - iii. Loans out library materials and processes returns using *Aleph*
 - b. Aleph, Integrated Library System**
 - i. Maintain circulation functions in *Aleph*, including setting loan periods and library hours
 - ii. Monitors Novanet Express shelves for expired holds
 - iii. Monitors circulation/reference/Interlibrary Loan email accounts
 - iv. Monitors listservs for Access Services and Interlibrary Loans
 - v. Creates monthly statistics reports
 - c. Library contact for Distance Education Students**
 - i. Creates and maintains library accounts for Distance Students
 - ii. Collects and processes Books-by-mail and interlibrary loan requests from Distance Students
 - iii. Educates Distance Students about library electronic resources
 - iv. Assists Distance Students with reference questions

Position Qualifications:

1. Library Technician's diploma or an undergraduate university degree
2. Experience with an Integrated Library System such as *Aleph*
3. Experience with Interlibrary Loans Systems such as *Relais*
4. Experience searching online library catalogues and journal databases
5. Strong technological and problem-solving skills
6. Strong writing and communication skills
7. Excellent organizational skills, attention to detail, and interpersonal skills