

## Position Description

Head, Interlibrary Services  
Newton Gresham Library  
Sam Houston State University

Reports to: Library Director

Supervises: LA I, LA II – ILS Borrowing; LA I – Copy Services/Lending

### Responsibilities

#### Interlibrary Services

- Oversee the daily operations of Interlibrary Services/Copy Services/Microforms Department.
- Participate in selection of departmental personnel.
- Participate in training departmental personnel.
- Evaluate departmental personnel.
- Resolve complex or problem requests referred by borrowing or lending personnel.
- Explore nontraditional methods of obtaining materials which are unavailable through regular interlibrary loan. Maintain awareness of commercial document delivery services.
- Maintain awareness of campus-wide needs for access to items not owned locally.
- Maintain awareness of needs of distance learners for access to items held locally as well as needs related to interlibrary loan.
- Respond to questions raised by departmental and other Library personnel as well as University students, faculty, staff, and other patrons.
- Monitor and assess local interlibrary loan activities, using statistics and other reports to document trends, recommend policies and procedures, and investigate service or operational needs.
- Monitor departmental expenditures and document changes in cost situations.

Research and Instruction Services (Reference)

- Assist library patrons in making effective use of Library resources and services; interpret Library policies and procedures to patrons as needed.
- Participate in formal user education by conducting tours, classroom instruction sessions, and by developing appropriate bibliographies and guides.
- Participate in meetings of Reference bibliographers as called.

Collection Services

- Serve as bibliographer for assigned areas of the collection; select, weed, and monitor funds for those areas.
- Maintain contacts with faculty members in departments related to collection areas.

Other

- Meet all requirements for University faculty in the areas of librarianship, research, and service, as outlined in the *Faculty Handbook*.