

## Borrowing

**Borrowing Materials** - Through ILLiad, students process incoming materials from lending libraries and distribute them to our patrons. Students also check them back in when returned and package them for shipping through LAND, RRLC, UPS or US Mail.

**Articles** - Students check in electronically received articles, ensure quality, and send for replacement pages as needed.

**Requests** - If a patron needs a book or an article, students search online catalogues, place requests, and contact potential lending libraries.

**Document Delivery** - SUNY Geneseo IDS Department offers this article photocopying service for faculty/staff so that when material owned by Milne library is requested, it is routed to the Document Delivery program in ILLiad and ultimately delivered electronically to the patron. Students retrieve journals, copy articles, update requests and notify the faculty/staff member.

## Lending

**Lending Materials** - Students retrieve, process, and fulfill the requests of borrowing libraries effectively and efficiently, with a turn around time of less than 24 hours.

**Articles** - As a trusted sender, journal and microfiche/film article requests are retrieved from our collection and scanned or copied carefully to ensure the highest quality possible.

**Sending Items Out** - Students match books precisely to the proper book-straps, check them out in ILLiad and Aleph, and send them using the LAND, RRLC, UPS, or US Mail systems.

## Common Responsibilities

**Q & A** - Student workers accommodate the questions, needs, and concerns of other libraries as well as those of Geneseo patrons.

**Tech Savvy** - Students work with office equipment such as the Konica Scanner/Copier/Fax and Windows XP programs to ensure only the highest quality of legibility in copies and scans are delivered to our patrons.

**Incoming Mail** - US Mail, UPS, LAND, and RRLC packages are promptly unpacked, organized, and prepared for processing.

**Overdues** - Notices for overdue materials are sent out by students to borrowing libraries, while incoming overdue slips are verified and further action taken, if necessary.

**Courier Service** - Students retrieve books/journals to fulfill requests from two off-site locations on a daily basis. They are also responsible for reshelving the materials.

## Student Supervisors

**Maintain Order-** Supervisors keep other students workers motivated, offer support and guidance, while ensuring a neat and tidy work space.

**Time Management** - Student Supervisors keep track of the status of tasks to ensure a prompt turn around time.

**Team Leadership** - Supervisors create a positive atmosphere and encourage collaboration among student workers.

**Knowledge** - Supervisors are required to know how to do all Borrowing and Lending tasks, and assist in whatever way is needed.

**Training** - New student employees are thoroughly trained by the supervisors and instilled with the collective goals of the department.

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IDS STUDENT  
JOB  
DESCRIPTIONS