

**Georgetown University Law Center
Edward Bennett Williams Library
111 G St. NW
Washington, DC 20001**

**Interlibrary Loan Department
Student Assistant Job Description**

The Interlibrary Loan Department loans materials from our collection to libraries across the country and borrows articles and books from other universities for Georgetown students and faculty.

Students will learn how to search the library's computer catalog and online journal indexes, how legal materials are organized and how the library collection is organized. They will also learn how to read legal citations and how to find materials in our library. These skills will be very helpful when doing their course work and legal research.

Responsibilities for ILL Lending:

1. Help fill requests for publications and articles by verifying requests on Gulliver (Georgetown's computer catalog)
2. Retrieve materials from the libraries
3. Check out books
4. Photocopy articles
5. Invoice recipients
6. Mail, fax or have courier pick up items
7. Assist with general office duties and projects

Responsibilities for ILL Borrowing:

1. Physical processing of received ILL materials for distribution
2. Physical delivery of received ILL materials to various library locations
3. Scanning received ILL articles for electronic delivery
4. Physical processing (wrap, address and package) items for return shipment to lending library
5. Filing
6. Various duties as assigned

Requirements:

The pace is fairly busy and students are required to complete their work in a timely fashion. Attention to detail and accuracy required.

Schedule requirements:

12-15 hours per week, minimally four days/week Monday-Friday, during business hours (9am-5pm).

Supervisors: Joan Pearl ILL Lending
Phone: 662-9152

Erie Taniuchi ILL Borrowing
662-9154