

Lending Services Coordinator, University Libraries University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259532>

Downloaded On: Jul. 12, 2025 6:46am

Posted Jul. 10, 2025, set to expire Aug. 4, 2025

Job Title Lending Services Coordinator, University Libraries
Department Discovery & Delivery Services
Institution University at Buffalo
Buffalo, New York

Date Posted Jul. 10, 2025

Application Deadline 08/06/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Library

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Job Description

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Lending Services Coordinator, University Libraries

Position Information

Position Title: Lending Services Coordinator, University Libraries

Department: Discovery & Delivery Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57888>

Job Type: Full-Time

Posting Detail Information

Lending Services Coordinator, University Libraries University at Buffalo

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Position Summary

The **University at Buffalo (UB) Libraries** is seeking a service-oriented, detail-driven, collaborative **Lending Services Coordinator** to join a team of dedicated professionals who work to meet the resource sharing needs of the university. This individual will facilitate the lending of UB library materials through Interlibrary Loan (ILL) via our networks, maintain healthy relationships with our partner libraries, and ensure the University Libraries are a productive member of the resource sharing community.

Primary duties will include:

- Serving as the initial point of contact for UB Resource Sharing Lending operations by answering questions, troubleshooting and resolving issues, and referring complex situations to the Resource Sharing Manager.
- Ensuring Interlibrary Loan/Resource Sharing Lending requests received from other institutions for physical and electronic materials are processed accurately, efficiently, and in a timely manner according to established policies and procedures.
- Processing ILL/Resource Sharing Lending requests received from non-UB libraries via Alma, Rapido, OCLC, ILLiad, RapidILL, and other resource sharing systems.
- Monitoring and communicating with Borrowing libraries regarding ILL and Resource Sharing request issues, including overdue and lost items.
- Creating invoices for UB-owned materials that are not returned from Borrowing institutions.
- Working closely with the Resource Sharing Team and Delivery Services staff to determine adequate and appropriate student assistant staffing.
- Serving on University Libraries committees to better coordinate, implement, and administer workflows with our library and resource sharing systems.

The University Libraries is a welcoming multicultural environment that serves an increasingly diverse constituency of patrons. Our employees, services, collections, and policies honor and reflect this diversity, and we invite individuals whose perspectives and experiences will enrich and strengthen our organization to apply.

Learn more:

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- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- An associates degree with three years of relevant library experience or a bachelors degree with one year of experience. A combination of education and experience may be considered in lieu of the education requirement.
- Organizational skills with the ability to manage competing priorities and meet deadlines.
- Interpersonal and communication skills with the ability to convey information clearly, resolve inquiries efficiently, and maintain positive relationships across a wide range of groups including faculty, staff, students and external libraries, institutions, and organizations.
- Judgment and problem-solving skills with the ability to assess situations and implement solutions that are guided by existing guidelines, policies, and procedures.
- Ability to work independently without day-to-day supervision.
- Technological proficiency, including the ability to learn and adapt to new software, systems and technology.
- Commitment to diversity, equity, and inclusion with the ability to support and enhance a diverse learning and working environment.

Preferred Qualifications

- Two or more years working in Resource Sharing/Interlibrary Loan.
- Experience using Alma, Rapido, RapidILL, ILLiad, or WorldShare ILL.
- Experience with integrated library systems (ILS) and discovery platforms.
- Supervisory experience.

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Physical Demands

Salary Range

\$51,261

Special Instructions Summary

Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

In your cover letter, please highlight the most relevant qualifications you would bring to this position based on the posting, and tell us how your background, perspective, and experience will help us fulfill our mission and meet our goals.

All candidates who are contacted by the search committee should be prepared to discuss how they see themselves contributing to the University's equity, diversity, and inclusion efforts.

Is a background check required for this posting?

No

Contact Information

Contact's Name: Jesse Meyer (he/him/his)

Contact's Pronouns:

Contact's Title: Libraries HR Officer

Contact's Email: ublibjob@buffalo.edu

Contact's Phone: 716-645-1318

Posting Dates

Posted: 07/08/2025

Deadline for Applicants:

Date to be filled:

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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