

Resource Sharing Specialist (6760C), Library
Administration - 82685
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268710>

Downloaded On: Nov. 26, 2025 8:06pm

Posted Nov. 26, 2025, set to expire Jun. 30, 2026

Job Title	Resource Sharing Specialist (6760C), Library Administration - 82685
Department	Berkeley Library
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library
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Job Description

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Resource Sharing Specialist (6760C), Library Administration - 82685

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Library's Resource Sharing Division (RSD) is composed of two departments: Borrowing Services and Lending Services. Borrowing Services supplements the UC Berkeley Library's renowned collections by providing access to materials not held locally, supporting the research, teaching, and learning needs of Berkeley's faculty, staff, and students. Lending Services shares the UC Berkeley Library's collections with libraries and researchers worldwide, supporting the global exchange of scholarly resources. Together, these departments ensure that UC Berkeley's community, as well as the broader academic community, benefit from timely and wide-ranging access to research materials.

Position Summary

As part of the Borrowing Services Department, the position supports the research and instruction mission of The University. Supervised by the Borrowing Services Department Head, the incumbent oversees and performs services that are designed to obtain research materials essential for scholarship and classroom teaching. In addition, the incumbent serves in a support role for other specialized services provided by the Division.

The incumbent performs essential resource sharing and related public service responsibilities: works to locate requested resources, including rare and obscure works in a variety of formats; understands and explains Borrowing Services policies and procedures to users; supports the instructional mission of the Library by showing users how to use Berkeley's discovery platforms, resource sharing platforms, electronic and other resources; and addresses a wide range of user concerns both in-person and virtually.

Application Review Date

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The First Review Date for this job is: 12/05/2025.

Responsibilities

Resource Sharing Tasks

- Conduct bibliographic searching to process requests.
- Utilize standard library tools, such as an Integrated Library System, ILL management system(s), and local and online catalogs.
- Communicate with users and library colleagues in a timely manner, in-person, in writing, and/or virtually.
- Process specialized borrowing requests in collaboration with other library departments, such as Acquisitions department.
- Process incoming ILL materials for in-library use: including coordination with other library departments, statistical tracking, and specialized handling.
- Confer with staff colleagues on problematic requests and citations, escalating the most difficult problems to the Department Head for resolution.

Public Service

- Assist users and staff with procedural and policy questions.
- Provide direct bibliographic verification assistance.
- Handle inquiries about specific borrowing requests.
- Staff the resource sharing public service desk.

Support for Student Library Employees

- Direct student library employees in receiving, returns, mail processing, and other operational functions in support of the unit.
- Be a resource for student library employees in the office when they have questions about work processes or need public service assistance.
- Assist in training and supporting new student library employees.

Professional Development and Other

- Contribute to the review and maintenance of departmental policies, procedures, and documentation.
- Assist with other tasks in the division, as needed, especially in the absence of usual staffing.
- Participate in broader library-, campus-, or UC-wide committees and initiatives as appropriate.

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- Engage in training and development opportunities to maintain and expand knowledge of resource sharing practices, library systems, and related technologies.

Required Qualifications

- Demonstrated organization and time management skills, the ability to work effectively both independently and as part of a team, and strong oral and written communication skills.
- Demonstrated ability to interact with faculty, students, and staff, using tact and independent judgment to resolve a wide range of problems.
- Demonstrated proficiency in standard professional productivity and collaboration software, with the capacity to learn and adapt to new technologies and systems as needed.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience working in an academic or research library, preferably in resource sharing or interlibrary loan.
- Strong bibliographic searching skills, and experience searching library catalogs and databases.
- Professional experience working with library-related systems and equipment, such as: ILL management systems, Integrated Library Circulation Systems, document scanners, and microform readers.
- Demonstrated experience overseeing and assigning work to student workers or career staff.
- The ability to lift up to 50 pounds safely, to perform the physical motions involved in pulling and reshelving books, and to push loaded book trucks weighing up to 300 pounds.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$27.69 (Step 1) - \$30.06 (Step 5).

- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

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[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

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

Contact

N/A

University of California, Berkeley

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