

4.2 COUPON EXCHANGE MANAGER

CHARGE:

The Interlibrary Loan Committee facilitates the loaning of books, photocopies of journal articles, and document delivery, in general, among libraries. The ILL Coupon Exchange Program functions to allow libraries to pay for interlibrary loans without cumbersome billing procedures among libraries.

GENERAL INFORMATION:

The ILL Coupon Exchange Manager is appointed by the President and can serve an unlimited number of one-year terms. It is recommended that the ILL Coupon Exchange Manager serve a minimum of two years. The ILL Coupon Exchange Manager is a voting member of the Advisory Council and is an ex-officio member of the Interlibrary Loan Committee. Policies and guidelines for use and distribution of ILL coupons are established by the ILL Committee with the approval of the Advisory Council.

RESPONSIBILITIES:

1. Processes orders sent by institutions for ILL coupons within one to two weeks of receipt.
2. Processes checks for redemption of coupons sent by institutions within one to two weeks of receipt.
3. Maintains appropriate files and records of all transactions of institutions and individuals utilizing the ILL Coupon system.
4. Prepares quarterly, cumulative, and annual fiscal reports for Advisory Council (Treasurer and President). Reports include income (coupons sold, service fees, and accrued interest); expenditures (coupons redeemed, supplies); coupon liability (coupons in circulation); and checking account statements; and account balance. Also prepares narrative annual report on activities and recommendations.
5. Attends the Interlibrary Loan Committee meetings and brings policy problems for resolution.