Lending Library Program Coordinator  
Office of Sustainability

Description
Achieving the highest level of sustainability relies on everyone in a community aggregating and redistributing resources. The Lending Library at Connecticut College is located in the Katherine Blunt residence hall and allows students to borrow text and other academic books for a semester. The Lending Library is important because it helps students save money by allowing them to avoid purchasing expensive textbooks. It also provides the College a way to re-use some of the many books that students donate at the end of the academic year, through the Give N Go program. The Lending Library Program Coordinator will be responsible for managing all aspects of the Lending Library in collaboration with the Office of Sustainability.

The Lending Library Program Coordinator will have the following responsibilities:
- Manage circulation of books at the beginning of the semester;
- Organize books in the library itself;
- Manage student volunteers to staff the library;
- Accept and catalog donations to the library;
- Keep the library’s inventory up-to-date;
- Determine which books donated are useful to students on campus;
- Work shifts when the library is open and help students borrow books;
- Brainstorm ways to ensure that books no longer used in classes are redistributed throughout the local community;
- Brainstorm ways to increase the use of the library;
- Other duties as assigned.

Requirements
- Excellent time management and organization skills
- Verbal and written communication skills
- Comfortable working under a deadline
- Comfortable working with a variety of campus constituencies (staff, students, faculty)
- Desire to promote sustainable reuse of resources on campus

Compensation
Hourly pay for work study students is available.

Supervisors
Director of Sustainability
Office of Sustainability
(860)-439-5218