

Independent Contractor: Fulfillment Support
August 2025
PALNI



Overview:

The Private Academic Library Network of Indiana (PALNI) is seeking a highly motivated and collaborative Fulfillment Consultant (Independent Contractor) to fulfillment activities.

Services to be Supplied:

To support PALNI Fulfillment efforts (following the Strategic Framework), the Independent Contractor will:

- Provide approved support for PALNI Fulfillment efforts for individual PALNI-supported institutions (ILL)
 - Manage ILL activities including processing requests, system configuration settings, follow standard practices, provide reporting etc. for approved requesting institutions
 - Develop and document standardized processes and practices for interlibrary loan
 - Provide project updates and reports as requested
- Provide approved support and consultation for PALNI group borrowing efforts across the PALNI consortial borrowing system (PALShare)
 - Verify standard configuration of group circulation within the shared library system
 - Analyze group circulation issues and suggest solutions and/or communicate to support and/or product development staff
 - Produce reports of group circulation activity
 - Produce documentation on group circulation workflows, best practices, and settings
 - Identify training resources to reach standard levels of service (all PALNI-supported organizations can quickly and easily share resources via PALNI systems)
- To perform the functions above the Fulfillment consultant will:
 - Conduct necessary consultative meetings with approved supported institutions to implement, maintain, assess, and enhance services
 - Provide input to the fulfillment task force and fulfillment advisory group regarding issues related to systems and workflows of supported institutions and services above
- Any additional services may be negotiated between PALNI and the Independent Contractor

A successful contract bid will have these Skills & Qualifications and be able to demonstrate how you will meet the requested services:

- Demonstrated knowledge of interlibrary loan practices in academic libraries
- Demonstrated ability to work with different interlibrary loan systems, specifically Worldshare ILL, ILLiad, and Tipasa
- Ability to work independently and across multiple interlibrary loan instances
- Awareness of consortial resource sharing practices and technologies

References: Please include one or more references who can attest to your ability to perform these requested services.

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Work Arrangement: The Independent Contractor operates remotely, providing their own computer equipment, software, and internet access. The Independent Contractor is expected to meet with the PALNI Associate Director on a regular basis, but not less than monthly, to provide requested project updates. The Independent Contractor is not an employee of PALNI.

Compensation and Contract Term: Independent Contractor shall invoice PALNI on a monthly basis for Services performed. Fees are paid monthly, with the Independent Contractor providing services for agreed-upon hours during the term of the Independent Contractor Agreement. The term of this contract will be two years. The total budget for this project is \$15,500.

Expressions of Interest: All interested and qualified individuals are invited to submit a cover letter, resume or portfolio, proposal, and three professional references to exec@palni.edu. Proposals should include a comprehensive budget, specifying the total bid amount as well as a breakdown of costs by deliverable, hourly rate, or milestone. Competitive pricing will be a key factor in our evaluation. **We will begin reviewing proposals on September 15, 2025.**

About PALNI: The [Private Academic Library Network of Indiana \(PALNI\)](#) is a 501(c)(3) owned by 23 private academic institutions. This library-to-library collaboration strives to provide high-quality support for student learning and effective teaching aligned with our institutional missions. Through the “Power of PALNI,” each school benefits from reduced duplication of efforts and achieves greater quality, value, and support.

PALNI does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation.