LIBRARY ASSISTANT I: CIRCULATION

RESPONSIBILITIES OF POSITION:
Under immediate supervision of the Circulation Coordinator, performs clerical and other library work as required. May also report to the Director.

DUTIES:

Provides Excellent Public Service

• Performs circulation desk procedures, such as checking in and checking out materials, emptying book drop, retrieving mail, registering patrons and collecting monies.
• Checks in deliveries of interlibrary loan materials.
• Maintains a professional and welcoming demeanor to all patrons.
• Assists with library programs and displays.
• Assists patrons with ready-reference questions and reader advisory, bibliographic instruction and database searching.
• Assists patrons with operations of library equipment.
• Answers directional questions and refers patrons to appropriate personnel.
• Reports to work punctually and as scheduled.

Contributes to Maintenance and Accessibility of Collection

• Processes, withdrews, repairs, or reconditions library materials.
• Shelves library materials and reads shelves.
• Sorts and routes mailed items.
• Prepares and receives deliverIT materials.
• Assists with donated materials.

Applies Required Knowledge and Abilities

• Working knowledge of library procedures and policy.
• Ability to operate library equipment properly.
• Keyboarding and filing ability.
• Willingness to maintain skills in above mentioned areas through active participation in professional development.
• Stays apprised of organizational communications and current library happenings.

Performs other duties as assigned.

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