

## **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, withdraws, repairs, or reconditions library materials.
- Shelves library materials and reads shelves.
- Sorts and routes mailed items.
- Prepares and receives delivered 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.