



## ***Job Description: Circulation Assistant***

**Duties:** The Circulation Assistant explains and carries out department and library policies and procedures, registers patrons; maintains and organizes collections; provides basic assistance to patrons accessing electronic resources in the computer lab, and other related duties as assigned.

- Check-in, check-out and renew items; receive and record fines.
- Register and update library user records.
- Carry out department opening and closing procedures.
- Inspect items for damage; record lost and damaged materials.
- Check in and sort returned items and shelve as assigned; shelf-reading when time permits.
- Receive, package and route items through LION and State reciprocal borrowing programs.
- Print paging lists (including transit hold requests), retrieve and route requested materials.
- Maintain hold shelf order and notify patrons when requested items are available for pickup.
- Answer and route telephone calls; check and respond to voicemail messages.
- Search for items and place holds as needed; refer to other departments when appropriate.
- Maintain physical appearance of library by picking up library materials left on counters, tables, floors and chairs; keep circulation desk areas clean and organized; Keep magazine and newspaper display shelves and Friend's sale cart organized.
- Change item status and location in bibliographic item records.
- Staff Youth Services Desk when needed and complete necessary tasks under the supervision of Youth Services Librarian.
- Staff Computer Lab Desk when needed and complete necessary tasks and duties under the supervision of the reference supervisor and circulation department supervisor.
- Restock supplies at circulation desk and public desks.
- Revise Reader Advisory booklets when needed.
- Perform other related duties as assigned.

This position reports to the Associate Librarian for Access Services.

### **Education and Skills**

This position requires a demonstrated ability to provide excellent patron support in order to serve the public effectively, both in person and by phone. Must be able to maintain effective working relationships with co-workers and supervisors and complete tasks in a cooperative and collegial environment. A high school diploma is required, along with proficient clerical skills. Must be able to read and comprehend both written and oral instructions. Ability to provide basic computer assistance including use of e-resources, internet searching, online catalog search, email and basic assistance with MS Word and other library databases. Recognizes when to call for reference assistance for more complicated and time-consuming questions.

### **Hours**

Part-time (no more than 28 hours per week), non-exempt position. Schedule may include days, evenings and weekends as necessary.

6/10/2025