

C. A. KIRKENDOLL LEARNING RESOURCES CENTER

JOB DESCRIPTION

- TITLE:** Circulation Assistant
- GENERAL DUTIES:** The individual holding this position is responsible for making library resources easily accessible to all readers; supplying other pertinent material when the desired material is not available in the library or is charged out; giving instruction in the use of the library automation system and pointing out its use as the key to the resources of the library; interpreting the library through friendly and efficient service to all readers. Circulate as scheduled.
- SPECIFIC DUTIES:** The primary function of the individual holding this position is to perform the following services:
- Supervise circulation desk and identify new trends in circulation work.
 - Assist with training circulation personnel, and evaluations for student assistants under their supervision.
 - Register new library users; issue library cards; update users' records.
 - Inspect library materials for damage and follows through with procedure for handling lost and damaged materials.
 - Sort and shelve returned items and arrange on shelves and carts for later re-shelving.
 - Maintain shelf order in assigned sections.
 - Compile reading lists – reserve materials.
 - Develop and maintain good relations with other departments in the library and with members of the faculty.
 - Interpret rules and regulations with other departments in the library and with members of the faculty.
 - See that popular newspapers and magazines are checked in and arranged in current periodical area and that current events bulletin board is kept up-to-date.

Interpret the library automation system to students.

Check in/out and renew materials to readers.

Conduct library tours, orientation sessions with designated staff members.

Maintain record of fines received and report to the Circulation Librarian.

Keep statistics on library use – prepare reports. (Interim and/or semester reports in January and final or annual report in May. Summer reports begin in June and are due the first week in September are also included.)

Maintain stack area (See that books are shelved daily, collection shifted when needed, and shelves read.)
Personal supervision of student assistants is requested.

Search for missing materials/all files should be kept current. Books charged out should be checked against the stacks before listing clientele's name on any overdue books or fine list. The checking should be done by Circulation Librarian – not students.

Supervise fines and overdue records - issue overdue notices.

Handle records for materials in circulation when requested.

Assist with clipping service, interlibrary loans, microfilm service (Reference and Serials personnel.)

Maintenance of circulation area: Counters, file cabinet tops and shelves.

All eating and drinking must be done in designated area.
Lunch hours are scheduled between 12:00 – 2:00 p.m.
During lunch periods the circulation desk must be covered for use.

Report directly to the Circulation Librarian and assist with other activities/assignments when requested (such as checking of gift books and recording number and cost and assist in acquisition of materials for general collection.)

TRAINING: Some on-the-job training is necessary but library professional degree is not essential.

WORKING HOURS: 30 Hours weekly and some weekends.

QUALIFICATIONS FOR EMPLOYMENT

SEX: Male or Female

EDUCATION: A minimum of 4 years of college training in the Liberal Arts.

EXPERIENCE: Several years in library work and in assigning and directing the work of others are desirable.

PERSONAL QUALITIES: A pleasant personality with an interest in people, the library profession, and the ability to get along with associates, organize the work of the department and the work of the departmental staff, intellectual integrity; neat in appearance, and punctual.