

LIBRARY ASSISTANT (FT)

Library – Circulation

G-13

DEFINITION

Under supervision of the Library Circulation Supervisor, interacts with library patrons, assists them with routine questions and directs them to appropriate locations or staff; processes library checkouts, renewals, returns, reserves, fines, patron registrations, and other circulation duties.

ESSENTIAL FUNCTIONS

- Interacts with library patrons, answers phones, assists patrons and callers with routine questions and directs them to appropriate departments or staff. Explains routine library policies.
- Processes library checkouts, renewals, returns, reserves and registrations, utilizing inter-library network computerized circulation system. Prepares calendar and takes reservations for museum passes. May open or close circulation desk.
- Calculates and collects fines for overdue, lost or damaged materials. Collects monies for sale of merchandise for Library Friends. Through database and physical search, identifies overdue materials and prepares related notices. Maintains related records. Verifies and completes details of patron registration.
- Places and maintains file of “on order” and agency material requests. Files claims with vendors for missing periodical issues.
- Assesses problems with AV materials, repairs packaging and orders replacements.
- Assists in supervision of general library operations to ensure reasonable quiet, orderliness and patron compliance with library policies. Authorized to make policy exceptions within established parameters. Provides guidance to part-time library assistants as required.
- Monitors and maintains orderliness of assigned library shelves and other collection locations; collects and moves books and other materials as required.
- Sorts mail and prepares periodicals for circulation, including labels, bar codes, security strips and data entry into circulation database; distributes to circulation areas, pulls older issues from shelves.

OTHER DUTIES

- May process interlibrary loan requests, packaging materials for delivery and placing requests in the database.
- Assists in Children's Room circulation area when necessary.
- Enters orders for purchase of books, paperbacks, rentals and other library materials through database.
- Provides clerical assistance to other library departments as assigned.

OTHER DUTIES

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

- Working knowledge of library procedures.
- Ability to provide information and assistance to patrons and to maintain favorable public relations.
- Ability to adapt and apply new technologies as required.
- Ability to learn automated circulation system.
- Ability to perform detailed work accurately and with dispatch.
- Ability to fairly and tactfully enforce library policies with patrons as required.

Education and Experience

Duties require specialized training for automated circulation systems and at least one year of experience in a library setting.

SUPERVISORY RESPONSIBILITY

Provides guidance to part-time circulation staff and volunteers and serves in lead circulation role one night per week and during other absences of the circulation supervisor.

PHYSICAL ELEMENTS

- Sustained periods of standing and walking.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.
- Substantial lifting of books and related library materials.
- Operates in open public area subject to drafts, fumes, and temperature variations.