Baker Free Library

JOB DESCRIPTION

CATEGORY: Library Clerk I

TITLE: Circulation Desk Assistant (Evening and Weekend)

SUMMARY: Provides circulation desk services to patrons in a courteous and professional manner.

REPORTS TO: Library Director

POSITION DESCRIPTION

1. Circulation Desk Services
   1.1. Check materials in and out within the ILS.
   1.2. Perform all duties related to processing reserves.
   1.3. Collect revenue through the point-of-sale system.
   1.4. Assist patrons with directional, reference, and circulation questions.
   1.5. Register and update patron records within the ILS.
   1.6. Provide readers’ advisory services to patrons.
   1.7. Assist patrons with reserves, interlibrary loans, and purchase requests.
   1.8. Assist patrons with information technology.
      1.8.1. Using the library computers, including software, the catalog, and internet access.
      1.8.2. Using the multi-function copier machine.
      1.8.3. Using the library’s electronic resources, including assistance with mobile devices.
   1.9. Answer telephone inquiries.
   1.10. Perform shelving and shelf reading, as needed.
   1.11. Assists with opening and closing procedures.

2. Other Duties
   2.1. As assigned.