

Baker Free Library

JOB DESCRIPTIONS

JOB DESCRIPTION

CATEGORY: Library Clerk I

TITLE: Circulation Desk Assistant (Weekday & Weekend)

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

REPORTS TO: Library Assistant – Circulation Desk
Library Director

POSITION DESCRIPTION

1. *Circulation Desk Services*

- 1.1. Check materials in and out within the ILS.
- 1.2. Perform all circulation desk procedures and duties.
- 1.3. Collect revenue through the point-of-sale system, including Friends' book-sale funds.
- 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.
- 1.11. Perform opening and closing procedures.

2. *Other Duties*

- 2.1. As assigned.