

Student Circulation Assistant

Reports to: Library Manager or Assistant Library Manager

General Summary: The Student Circulation Assistant's primary duty is circulation duties and patron services. This position is responsible for maintaining the shelves in an orderly fashion, greeting and assisting patrons and checking materials in/out. The Student Circulation Assistant attends all staff meetings.

Essential Functions and Responsibilities:

Circulation

- Checks library material in/out following library procedures.
- Registers patrons for library cards, issues and renews cards.
- Accepts and records monies received including fees, fines and donations.
- Records all necessary library statistics.

Intralibrary Loan

- Packs up items for shipping in accordance with TRAC guidelines.

Patron Services

- Answers phone.
- Answers reference and reader's advisory questions.
- Provides library orientation and instruction for library patrons.
- Provides patrons assistance with TRACpac.
- Places holds for patrons upon request.
- Informs library patrons of library programs and library hours.
- Takes program registrations.
- Assists patrons on public computers or with photocopier.

Shelves

- Sorts and shelves library materials in correct alphanumerical order.
- Shelf reads and faces the shelves.
- Adjusts shelves as needed to prevent overcrowding.

General

- Performs opening/closing procedures.
- Photocopy's all necessary forms and labels.
- Assists in library programs as required.
- Maintains library in a neat and orderly fashion.
- Enforces library policies and procedures.
- Monitors library security, safety and health conditions.
- Follows FOIP guidelines in reference to personal information.
- Performs other duties as required.

Knowledge, Skills and Abilities:

- Ability to operate basic office equipment including computers, keyboard, photocopier, fax machine and calculator.

- Ability to communicate with people in a tactful manner.
- Ability to relate well with other employees and the general public.
- Ability to be punctual.
- Ability to pay attention to detail and accuracy.
- Ability to follow direction.
- Ability to handle multiple activities and interruptions at once and to work positively and effectively within a team model.
- Ability to prioritize work.
- Ability to work a schedule that includes evening and weekend hours.

Physical and Mental Responsibilities:

- Requires frequent sitting, standing, bending, reaching and lifting/moving of library materials.
- Requires mental alertness, focus, and attention to details.
- Requires exposure to dust.

Education, Experience and Training:

- Age 15 or higher is required.
- Current enrollment in high school is required.
- Strong interest in reading is required.
- People skills and self-motivation are required.
- Excellent verbal and non-verbal communication is required.
- Computer and typing skills are required.