

**JOB DESCRIPTION
CIRCULATION ASSISTANT
FY 2017-2018**

A Circulation Assistant is the “first impression” of service from the library to customers. A CA *must* enjoy working with people and solving problems, paying attention to details, as well as doing routine tasks such as checking in and checking out materials. This person must interpret library policies to customers and apply those policies fairly to all customers.

Reports to: Director

MAJOR RESPONSIBILITIES:

1. Work the Circulation Desk as scheduled. Tasks include but are not limited to:
 - checking in and checking out materials
 - using the cash register to collect fees for overdues, material replacement, copier, fax, laminating, memorials, sale items, etc., as well as issuing refunds when appropriate
 - assisting patrons with copying, faxing, laminating, scanning, etc.
 - assisting patrons with HOLDS, and ILL's, including patron notification
 - organizing book carts
 - registering patrons, etc.
 - scheduling meeting room and multimedia projector
 - answering the telephone
 - checking book drop on evenings, weekends, and when other staff not available.
2. Maintain an organized Circulation Desk, keeping an adequate supply of all forms for use at the Circ. Desk.
3. Assist patrons in locating materials.
4. Assist patrons with reference questions by seeing that their question is answered, whether it be locating an item or referring their question to another staff member. Assist patrons with other library service requests.
5. Assist patrons with the use of the PAC, the Internet, the Self Check, PC Reservation and Print Release, the Low Vision Reader, the microfilm reader/printer, etc. Assist patrons with computer questions, e readers and tablets. If unable to provide needed response, contact other staff for assistance.
6. Monitor the appropriate use of the Internet.
7. Monitor use of the main Library room. Keep the general overall view of the Library neat and safe at all times, providing upkeep as necessary.
8. Tally requested daily statistics by categories for the main Circulation Desk and for the Children's Circulation Desk when requested. Put statistics sheets in designated drawer.
9. Keep skills current for using the library's electronic public access sources.

10. Perform other individually assigned responsibilities, such as:
 - **Organize and maintain uncarded paperback books.**
 - **Post closings announcements for Holidays-Circ. Desk area & exterior doors.**
 - **Maintain supply of e-reader instructions.**
 - **Keep regular Book Sale stocked.**
 - **Verify and file registration cards.**
 - **Process incoming and withdrawn periodicals for circulation.**
 - **Shelve and “read” shelves.**
 - **Arrange New Shelf materials in order and for creative display.**
 - **Assist Adult Acquisitions and other staff with weeding when requested.**
 - **Delete weeded carts.**
 - **Cover and repair library materials.**
 - **Assist patrons with Genealogy requests.**
 - **Assist patrons with “Read the Books” and keep staff informed of ways to assist students and parents in our local schools.**

11. Be willing to perform any library-related tasks that will keep the library operating efficiently.

12. As applicable to individual: attend workshops, conferences, and classes to attain and constantly update certification and skills.

JOB REQUIREMENTS:

▪ **Education/Experience**

Bachelor degree preferred
 Public library experience preferred
 Kentucky Public Library certification preferred, minimum level – Library Experience.
 If hired without certification, certification must be completed according to MCPL Staff Certification Guidelines.

▪ **Schedule Requirement**

Work number of hours scheduled, including evening hours.
 Work **at least** one Saturday and one Sunday per 4-week schedule.

Skills/Abilities

Strong ability to serve the public in a friendly, tactful, respectful, and effective manner.
 Proficient computer skills as related to position.

▪ **Work Devices**

Cash Register	Microfilm Reader/Printer	Scanner	Telephone
Copier	Fax Machine	e Readers, tablets, etc.	
Computer	Keyboard	Inventory Wand	

▪ **Physical Demands**

Walking to assist patrons
 Standing for 4-7 hours
 Loading and pushing book carts
 Reaching above head, bending, kneeling
 Lifting 35 pounds of materials
 Handling and manipulating library materials; fingering book pages, forms, etc
 Visual acuity to read spine information, etc. to identify materials, and to read computer screens, etc.