

**WEST PITTSTON LIBRARY
CIRCULATION ASSISTANT**

NATURE OF WORK:

Under the direction of the Director, this employee performs duties that enhance library services such as maintaining the collection, facilitating programs, and assisting in the circulation process.

DISTINGUISHING FEATURES:

The work involves assisting patrons with all library needs and completing the day-to-day tasks involved in the operation of the library. The goals of the service are to increase library usage, material circulation, and program participation. The work requires the exercise of professional skill, initiative, and independent judgment.

PRIMARY DUTIES:

1. Assists patrons at the circulation desk and throughout the library.
 - a. Checks materials in and out.
 - b. Issues and renews library cards.
 - c. Answers the telephone and faxes documents.
 - d. Provides information about library services and programs.
 - e. Prints and mails overdue notices.
 - f. Collects and records fines for overdue books.
 - g. Processes and records donations, honorariums, and memorials.
 - h. Processes books for interlibrary loans and holds.
 - i. Places holds on materials and notifies patron when materials are ready for pickup.
 - j. Performs reference services, provides referrals and reader advisory as needed.
 - k. Assists patrons with the operation of the library computer system, public access computers and copier.
 - l. Maintains and updates confidential patron records.
 - m. Provide access to items in closed stacks of Local History collection when appropriate.
 - n. Assist patrons with summer reading and program information and materials.
2. Assists with maintaining the collection.
 - a. Shelves library materials frequently.
 - b. Maintains circulation desk, library space and display areas in an organized manner.
 - c. Reads shelves to maintain materials in appropriate location and order.
 - d. Runs reports for inventory and weeding.
 - e. Processes new books and periodicals including cataloging and laminating covers.
 - f. Creates plates for memorial and honor books.

- g. Monitors the condition of library materials for needed repairs or replacement.
 - h. Removes pre-determined materials from system.
 - i. Processes donated materials.
3. Performs duties to open and close library, including some light cleaning.
 4. Assists with coordination of volunteers.
 5. Maintains supply of office and book processing materials.
 6. Supports, promotes and implements library policies and procedures.
 7. Attends training and meetings as needed.
 8. Assists Director and Board Members with fund raising initiatives.
 9. Assists with special projects assigned by the Library Director.

ADDITIONAL INFORMATION:

The ideal candidate will have knowledge of libraries, have basic computer skills, excellent oral and written communication skills, the ability to prioritize tasks, and the physical strength to handle boxes of books. This person must be able to perform assigned duties accurately and in a timely fashion, work independently, and maintain a professional and service-oriented attitude. Some nights, evenings and Saturdays required.

Updated 8/4/2021