

CIRCULATION DESK
STUDENT ASSISTANT
JOB DESCRIPTION

Circulation and Interlibrary Loan comprise the **Public Services** portion of the **Reference and Public Services Department** in Reeves Library.

Circulation is responsible for:

1. Checking in and checking out circulating library materials, including Reserves
2. Maintaining order of the circulating collections
3. Keeping automated records of the circulation of these materials

Interlibrary loan is responsible for:

1. Receiving requests from other libraries for our material to be sent out
2. Processing requests from our users for material to be borrowed from other libraries

Students who work in **Public Services** are supervised by the **Public Services** staff during the day. From 6-10 p.m. they are supervised by the **reference librarian** who is on duty that evening. There are some shifts that are unsupervised. Weekends and summer/break supervision varies.

Duties and Responsibilities of Student Assistants:

- Check out, check in, and renew circulating library materials, including Reserves, on the automated system at the Circulation Desk
- Answer phone and give basic information or direct the question to a Public Services staff member or librarian
- Shelf books in correct call number in the book stacks including Reference and other smaller collections
- Shelf read book stacks for accuracy of shelving
- Gather unshelved books and return them to the Circulation Desk for check in as 'in-house' use
- Work on shifting projects as assigned
- Keep copiers filled with paper
- Assist in opening and closing the library if working during the first or last shift

- Interlibrary loan students:
 - Retrieve books and periodicals from the stacks
 - Photocopy articles from periodicals and scan articles for ARIEL
- Performs other tasks as assigned

Requirements for the job:

- Dependability and accuracy
- Ability to work well with others
- Able to work at least two scheduled shifts per week
- Shelve and shelf-read books accurately, using the Library of Congress Classification System
- Must be able to reach all of the shelves on the tall stacks in order to both shelve books and shelf read there
- Must be able to communicate verbally with and provide service to library users (in person or on the telephone) in a courteous, efficient manner
- Must be able to read printed labels
- Must be able to push a full book cart and lift 15 pounds
- Must be able to stand, lift several books at a time, and carry them or load them on a book truck for shifting to a new location
- Must have a work-study award

Performance Standards for the job:

- Perform all assigned duties with a high degree of accuracy and efficiency
- Be on time for each assigned shift
- If unable to work an assigned shift, find a substitute for that shift
- Perform the job responsibly during all shifts including unsupervised ones