

# Staley Library Student Employment

**Position Title:** Circulation Student Assistant

**Department:** Staley Library

**Supervisor:** Circulation Specialists

**Position Summary:** To assist the library staff in the many functions of the circulation department.

## **Position Responsibilities:**

Circulating library materials:

- Charging, renewing, and discharging library items, on the computer and manually.

Assisting patrons with:

- Catalog and periodical database searches
- Interlibrary Loan requests
- Use of copiers, printers, microfilm readers, listening stations & other machines
- Directional questions and locating items within the library
- Registration for a library account, or use of the computers

Answering the library telephone:

- Answering appropriate questions such as library hours, policies on checking out items, and if the library owns a particular item.
- Transferring calls to appropriate library personnel or taking messages if necessary.

Maintaining the reserve collection:

- Typing loan period forms and labels according to faculty specifications.
- Checking items in and out.
- Keeping the reserve shelves in good order.

Shelf (stack) maintenance:

- Shelving all library materials, including books, scores, recordings, videos/DVDs, reference items, periodicals, bound periodicals, newspapers and microfilm.
- Picking up – clearing “Do not shelves...” carts, and collecting items left on tables and study carrels. Picks up periodicals and shelves all periodicals on the 1<sup>st</sup> & 4<sup>th</sup> floors, after taking usage statistics. Picks up stack books, records/CDs, Music Scores, A-V, Juv. and Curr. Lib. items to the circulation desk for re-shelving.
- Shelf reading – seeing that the shelves are neat and in correct order.
- Reporting on stacks areas that need attention.

Assisting in the collection of money for lost books and items for purchase.

Delivering mail to and picking up mail from the campus mailroom when needed.

Assisting with the opening and closing of the library when necessary.

Maintaining the public service photocopy machines and printers.

Assisting with special projects as assigned.

## **Position Requirements:**

- Work about eight hours per week, including some evening and/or weekend hours.
- Punctuality and reliability is essential, as is accuracy, courtesy, desire to be helpful.
- Some library knowledge and proficiency desirable (more will be learned).
- Comfort with varied pace, flexibility.

**Date of position description: January 2012**