

The United Library

Library Assistant- Circulation Desk Assistant

Position Overview:

Perform basic circulation activities which includes check-out and return of books and laptops, assistance with reserve materials, and enforcement of library policies (security, borrowing, noise levels, disruptive patrons, etc.). Keep all books in call number order and shelve all returned books on shelving carts behind circulation desk. Responsible for care of library materials and equipment. Assist patrons when necessary with copiers and computers, answer basic questions and make referrals when needed. Answer telephone. In between circulation duties, will also work on other library-related tasks such as tagging books, scanning books, paging books, preparing reserve book lists, InterLibrary Loan processing, as assigned. Will be responsible for library opening and end-of-day closing procedures.

Required skills:

Customer service, computer literacy, accuracy and speed with data entry, ability to work independently and to interact tactfully and efficiently with students, staff, and faculty members. Previous library work experience preferred.

Additional Information:

It is not possible to do homework while at work in the library. Please do not apply unless you can give 100% of your attention to your library work tasks.

Must be available for some evening and weekend shifts

9-10 hr/week

Applications available at the circulation desk

Contact:

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Circulation and Public Services Librarian

Student Supervisor

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