



## **BUD WERNER MEMORIAL LIBRARY FRONT DESK/CIRCULATION STAFF/BOOK BARITSTA**

### **General Description:**

This position involves working at the circulation desk and performing the tasks necessary to effectively carry out the day-to-day front desk activities of the library. Emphasis is placed on patron service and teamwork.

### **Duties and Responsibilities:**

- Greet patrons in a friendly manner.
- Check library materials in and out.
- Answer the telephone.
- Process claim returns, lost and paid, and collect fines.
- Register new patrons and update patron registration files when library cards expire.
- Introduce new patrons to basic library policies and services.
- Reserve materials for patrons and notify them when received.
- Assist patrons with use of library equipment (photocopy machine, microfiche, computers etc.)
- Answer basic inquiry questions from patrons and refer reference questions to librarians when location of information is not readily known.
- Assist patrons in use of the Marmot computer, online databases and in locating materials in the library.
- Display and appropriately store newspapers and periodicals.
- Accept ILL requests and verify completeness of those requests.
- Distinguish materials that need repair or attention.
- Maintain confidentiality and privacy of user records.
- Maintain a good sense of humor and a cooperative attitude in dealing with patrons and other library staff.
- Check in and shelve books as needed.
- May suggest or recommend books to patrons.
- May perform other duties as required.

**Minimum Qualifications:** Graduation from high school.

### **Knowledge and Abilities:**

Ability to learn library procedures and practices. Ability to use computers comfortably and effectively for general office functions and information retrieval. Ability to type at a reasonable rate of speed.

### **Special Qualifications:**

Must be flexible in days worked, work efficiently during periods of heavy traffic, ability to handle many tasks at one time despite interruption, work well (remain positive and friendly) under pressure and not be subject to burnout or moodiness.

### **Working Conditions:**

This position frequently requires working evenings and weekends. May require some lifting (up to 40 lbs) and constant standing.