16.8 JOB TITLE: Circulation Clerk  
DEPARTMENT: Circulation Services  
REPORTS TO: Head of Circulation Services  

POSITION SUMMARY:  
This non-exempt, part-time position is responsible for providing circulation services to users.  

Responsibilities and Duties:  
- Provides friendly, courteous and accurate service to all users.  
- Works at the Circulation Desk 75-100% of scheduled work time.  
- Performs all automated circulation functions accurately and efficiently.  
- Issues library cards, checks materials in and out, and renews materials.  
- Retrieves materials as needed.  
- Cleans and shelves CDs, DVDs, Blu-rays, magazines and newspapers.  
- Handles routine issues and answers a variety of questions at the Circulation Desk.  
- Notifies users about reserved, overdue and missing materials.  
- Inspects incoming material for damages and handles according to procedures.  
- Answers the phone and provides general information and accurately transfers calls.  
- Reads library newsletters to give users information on activities.  
- Shelves new books.  
- Maintains a clean and well-organized circulation area and desk.  
- Assists in shelf reading and shelving of materials in the absence of pages and as needed.  
- Performs opening and closing procedures.  
- Attends continuing education events.  
- Complies with all library and personnel rules and regulations.  
- Performs other work as assigned.  

Knowledge, Skills and Abilities:  
- Ability to learn computerized circulation functions and procedures.  
- Ability to work courteously with the public and exercise discretion.  
- Possesses basic keyboard and mouse skills.  
- Ability to answer the phone.  
- Ability to learn the Dewey Decimal system, integrated library systems, and circulation policies and procedures.  
- Ability to operate a cash register and make change.  
- Ability to communicate effectively.  
- Flexibility to handle multiple tasks and assist users simultaneously.  
- Ability to pay attention to detail.  
- Ability to work effectively on a team.  
- Ability to work the hours needed to complete the responsibilities of the Circulation Clerk.  
- Ability to stand for extended periods of time.
• Ability to reach, bend, stoop and lift up to 20 pounds and access library areas and materials.

Minimum Qualifications:
• High school diploma.
• Reads, understands, writes legibly and speaks articulately in English.
• Position requires day, evening and weekend hours.
• Access to transportation.