

POSITION: Circulation Assistant

LOCATION: United Library – Will be required to work on both Seabury and Garrett sides as library “open” schedule requires.

HOURS: 10 to 15 hours a week. May include weekend and evening hours depending upon availability

JOB DESCRIPTION:

- Check in and out library materials according to library policies.
- Provide telephone support at circulation desk.
- Assist patrons with general questions, directional questions, book location, basic use of electronic resources/card catalog, and printing.
- Assist patrons with use of copiers and perform routine maintenance (stock with paper, remedy jams, replace toner).
- Re-shelve Reference Books during slow periods.
- Perform opening/closing routine (door locks, lights, computers off/on, etc) when working last hours or day or first.
- Straighten tabletops, circulation counter, chairs and furniture and dispose of abandoned papers and debris in reference room.
- Other duties as assigned by Ms. Robinson or the other full time library staff which may include data entry.

Please call Dianne Robinson – drobin@garrett.edu