

ANDOVER PUBLIC LIBRARY JOB DESCRIPTION

Position: Circulation Librarian

Reports To: Circulation Supervisor

Directly Supervises: Supervises, according to tenure, in absence of circulation supervisor

Position Summary: The Circulation Librarian greets the patron as s/he enters the library and serves the patron in all ways possible. In the patron's eyes, the Circulation Librarian IS the library, because the Circulation Librarian is the public face of the library.

General Responsibilities:

- Greets library patrons and performs all duties in friendly manner
- Checks books in/out, directs traffic, answers phones, empties book drop, places holds
- Handles money for overdue fines, replacement fees and copies, and fills out receipts when necessary
- Opens new library and Kansas State Library Card (KSLC) accounts, maintains and files card applications
- Identifies desired and suggested materials
- Locates items for patrons
- Helps with special requests and/or special accommodations
- Fills out Interlibrary Loan request forms, if necessary
- Maintains library cleanliness by straightening shelves, re-shelving items and nightly clean-up
- Helps keep signage updated, maintains current displays, refills Friends of the Library bookshelf, maintains seasonal/book fair decorations
- Works with computer software: Microsoft Outlook, Polaris, and Internet Explorer
- Helps answer reference questions for patrons, in person or by phone
- Keeps library forms stocked and current
- Closing duties (when applicable)
 - Shuts down computers, printers security monitors, PACs, copier
 - Locks cash register
 - Locks gallery and kitchen doors
 - Puts Wii controls on charger
 - Turns off lights
 - Turns on alarm
- Accepts donations, books or money when applicable
- Processing:
 - Books: covers, stamps, tapes, labels series
 - Audio CDs: prepares cases and labels

- DVDs: prepares cases and labels, catalogs on spreadsheet and in excel
- Weekend (if applicable)
 - All duties as outlined above
 - Turns off alarm
 - Turns on computers, printers, copier, lights
 - Unlocks gallery and kitchen doors
 - Unlocks cash register
 - Empties book drop
 - Checks all items in and places them on appropriate cart for re-shelving
 - Organizes recycling every other Saturday and takes to recycling center across the street
 - Pulls holds and calls patron
- Special Assignments (if applicable)
 - Special events, i.e., Organizes library promotions; Scholastic and Barnes and Noble Book Fair; Pirate Day; Friends book sale; Summer Reading; KidFest; book signings; Planes, Trains and Automobiles
 - Newspapers, i.e., Label shelves, collects obituaries from previous week's "Wichita Eagle" and route to Genealogy and then delete old issues/discard into recycling
 - New Book Shelf, i.e., Removes books and CDs to accommodate shelf space; re-catalogs items in Polaris as fiction, non-fiction or CD
 - Magazines, i.e., Labels and dates new issues, enters bibliography records into Polaris, covers, converts back issues as non-circulating, delete old issues and discard into recycling, deletes discontinued titles
 - Passport Agent, i.e., Verifies identity of applicant(s), authenticates documents, processes application(s), prepares for shipment
- Other duties as needed

Qualifications:

Required:

- Education: High School Diploma or equivalent
- Comfort with computers, standard office equipment and basic knowledge of excel, Microsoft Word, email and Internet
- Excellent written and verbal communication skills
- Ability to work cooperatively and have positive working relationship with patrons and co-workers
- Ability to prioritize job responsibilities and work independently
- Must be able to see all sizes of print or agree to corrective lenses

Preferred:

- Customer service experience
- Basic knowledge of library resources and services, systems of organization and organizational policies and procedures
- Some understanding of and experience with Dewey Decimal system

Physical Requirements: Ability to lift at least 30 pounds, reach high shelves, stoop, bend and remain standing and/or sitting for extended periods of time

Work Environment: Ability to work without supervision in a fast-paced multitasking environment, interact with public in cordial fashion, be receptive to change and attentive to details

Hours: Part-time as negotiated