

Job Description

Title: Circulation Librarian

General Summary:

The Circulation Librarian provides frontline service to patrons and performs a variety of duties under the direction of the Library Director or Circulation Supervisor. These duties may be performed at SDL or the CPS School Library Branches. The Circulation Librarian may supervise subordinate staff in the absence of the Director or Circulation Supervisor.

This job description indicates the general nature and level of work being performed by persons assigned this classification and is not an exhaustive list of all duties. The Library Director retains sole discretion to add, modify or delete functions at any time.

Circulation Desk Services:

1. Deliver friendly, efficient service to assist patrons with their library needs. Handle patron telephone or email inquiries.
2. Perform all necessary tasks to accurately circulate library materials following established procedures and policies.
3. Issue library cards and update patron records while maintaining confidentiality as per the MI Right To Privacy Act and state laws.
4. Ability to perform all duties listed in the Library Aide's job description.
5. Properly follow procedure to receive funds given in payment or contribution.
6. Assist users in locating desired library materials owned by SDL or through interlibrary loan.
7. Demonstrate the use of the library catalog and provide reader's advisory information.
8. Assist and instruct patrons about computer and internet usage.
9. Assist patrons in making copies, sending and receiving faxes.
10. Monitor public behavior and resolve customer concerns and complaints.
11. Maintain library collections by sorting, shelving, cleaning, processing and repairing materials.
12. Arrange shelves and straighten items by classification number and maintain the library in a clean, orderly and safe condition.
13. Maintain supply of newsletters, brochures and flyers located in various areas of the library.
14. May be required to perform other tasks as assigned by the Director or the duties of other library personnel as needed.

Circulation Librarian Responsibilities:

1. Enforce policies and implement procedures.
2. Perform daily automatic renewal tasks.
3. Prepare overdue reports and notices and contact patrons.
4. Perform opening and closing procedures to maintain building security.
5. Attend staff meetings and may be required to attend various workshops.

Interlibrary Loan Responsibilities:

Perform all necessary tasks to accurately process interlibrary loan requests, as instructed by the Circulation Supervisor.

1. Receive incoming ILL items.
2. Return ILL materials to lending library.
3. Maintain ILL procedures.
4. Process and review various ILL reports including Returned Too Late & InTransit.
5. Compile statistics for monthly activity reports.

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Qualifications:

The Circulation Librarian position requires commitment to public service, attention to detail and a willingness to learn. The following competencies are required to enable training and to satisfactorily perform the functions of the job. It is essential for the employee to gain a thorough knowledge of the library's integrated library system and other resources. The employee is expected to maintain skills in order to continually upgrade to meet changing job conditions and technology advancements.

- High school diploma or GED. *Higher level of education preferred.*
- Computer proficiency with keyboarding, Microsoft Office, email and the internet.
- Previous work experience in a library with knowledge of library methods and techniques.
- Customer service skills.
- Basic clerical and mathematical skills.
- Ability to read, understand and follow written and oral instructions.
- Organizational skills and ability to multi-task with high degree of accuracy.
- Ability to file alphabetically and numerically.

Required Physical Abilities:

This position requires the ability to perform the essential functions contained in the job description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations *may* be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Visual acuity necessary to read fine print with or without correctives lenses.
- Hearing ability to discern voice and audible tones with some background noise in order to answer the telephone and customer inquiries.
- Ability to carry/lift up to 30 pounds,
- Physical ability to push/pull fully loaded book carts weighing up to 100 pounds.
- Ability to empty the drop box.
- Ability to stand, sit, walk, bend and reach (including overhead) to move items which vary in weight, size, and shape and which could be located from floor to overhead level and may involve climbing and balancing; bending, stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity, visual acuity and keyboarding/PC skills to effectively access information on the computer.
- Ability to shovel snow near library entrance as needed.
- Working conditions may include exposure to mold, mildew and dust.
- Ability to travel to various training workshops.

Personal Qualities:

- Honest, hardworking and dependable with a strong sense of responsibility.
- Ability to think problems through to resolution using common sense and logic.
- Strong public service attitude with an understanding of the importance of good customer service.
- A positive attitude that is open to direction.
- Ability to work cooperatively with the director, staff and public.
- Ability to multi-task, manage time and organize work to increase productivity under minimal supervision.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- Detail oriented with excellent memory and knowledge retrieval skills.