

Library

## LIBRARY

**Supervisor: Diane Conover**

**Pay: \$8.05 - \$9.95**

**Responsibilities:**

**RECEIVED**

**APR 07 2017**

**FINANCIAL AID**

1. Operates the circulation desk, checking out and in print and non-print materials.
2. Assists patrons with the self check.
3. Assists patrons in using the online catalog, databases in addition to locating materials and giving basic directional assistance.
4. Assists patrons with the use of photocopiers, printer, laminator, scanners and microform machine.
5. Stacks maintenance which includes shelving materials in appropriate library order, shifting items when necessary and keeping the items and shelves clean and orderly.
6. Takes inventory of the collection.
7. Responsible for proactive service orientation and refers reference questions to librarians.
8. Processes new books & non print materials and checks in periodicals & newspapers.
9. Keeps library circulation statistics of Library open hours usage.
10. Does general maintenance of equipment such as: copiers, printers, housekeeping duties to keep the Library neat and orderly, such as keeping tables, chairs and furniture in its appropriate places.
11. Opens and closes facility and is responsible for over seeing security in conjunction with plant personnel in the absence of supervisors.
12. Additional duties as assigned.