

JOB DESCRIPTION

| | | | |
|---------------|----------------------------|--------|-----------|
| Position: | Library Clerk, Circulation | Hours: | Casual |
| Dept: | Library | Date: | Jan. 2017 |
| Reporting To: | Manager, Access Services | | |

PURPOSE:

To provide public service at the Circulation Desk. Shifts will consist of primarily evening and weekend shifts.

SPECIFIC RESPONSIBILITIES:

Circulation:

- Provide circulation services to all library patrons including registering patrons, checking materials in and out, collecting fines, and placing holds, etc.
- Book rooms
- Educate patrons of services offered by the Library, answer general questions, and search for materials using the Novanet Discovery System as well as other Library databases
- Conduct patron counts at appointed times
- Assist patrons with microform readers/printers
- Evaluate questions that should be referred to the Reference Librarian
- Responsible for receiving cash for fines, debit cards, interlibrary loans, computer, and microfilm printing
- Check security violations and maintain log at Circulation Desk
- Assist patrons with Reserves and Serials database and book seminar rooms
- Check patron blocks and suspensions
- Sign out Novanet Express books, collect money, and clear patron accounts within Aleph and RADAR automated systems
- Assist patrons with Novanet Express and interlibrary loan service
- Responsible for collecting and clearing patron accounts for other Novanet libraries
- Add conversion on the fly books to database
- Respond to questions and may provide guidance to student shelvees
- Perform opening and closing procedures for the Library
- Other related duties as required
- Maintain confidentiality around student records

QUALIFICATIONS:

- Related 2 -year diploma with significant work experience in a position involving public service (preferably library experience). Library Technician Diploma considered an asset.
- Three years of work experience in position involving public service. Library experience an asset.
- Working knowledge of searchable databases, web-based tools, spreadsheets, e-mail.
- Demonstrated interpersonal and communication skills.
- Excellent organizational skills.
- Ability to work quickly and accurately with attention to detail, usually under pressure, with minimum supervision.
- Ability to work cooperatively with colleagues and supervisory staff.
- Ability to maintain confidentiality.
- Knowledge of library automated system (Aleph Integrated Library System) would be an asset.