

# **Circulation Student Assistant II Job Description**

Hardin Library for the Health Sciences

Under the supervision of the Circulation Supervisor, the Binding and Bookstacks Assistant, and the Reserve and Circulation Assistant, performs a variety of tasks in support of the public services missions of the Hardin Library for the Health Sciences. Provides circulation, ready-reference and reserve services to library patrons at assigned service points. Reshelves library materials throughout the library. Works on special projects.

## ***Responsibilities***

Opens and closes the building on weekends and evenings. Responsible for building security on weekends and evenings in the absence of full-time library staff. Responds to alarms, reports incidents and contacts authorities in the event of emergency.

Provides circulation services at the third floor circulation/reserve desk and the first floor circulation desk. Charges, discharges and renews library materials for patrons using InfoHawk. Responds to patron queries in-person and by telephone regarding circulation statuses, policies and procedures. Assists patrons with library request forms.

Provides ready-reference services in person and by telephone at the third floor circulation/reserve desk and the first floor circulation desk. Answers directional questions and refers patrons to library service points at all times. Answers ready-reference questions when the Information Desk is closed (primarily assisting patrons with simple InfoHawk and Ovid searches).

Provides reserve services at the third floor circulation/reserve desk. Assists patrons with access to reserve materials. Charges and discharges reserve materials for patrons using InfoHawk. Checks wireless equipment (laptop computers and network cards) on checkout and discharge.

Reshelves library materials. Collects materials from study carrels and tables, faculty studies, browsing areas and book drops. Sorts materials. Shelves library materials by location and call number.

Does shelf reading. Identifies incorrectly shelved items. Pulls items for repair.

Provides basic technical support for InfoHawk and Ovid workstations and printers on evenings and weekends. Assists patrons with basic problems. Refills paper, clears jams, changes toner cartridges.

Works on special projects as assigned. Examples include: bar coding library materials, shifting library collections and moving shelves, and moving light furniture.

## ***Qualifications Statement***

Must be able to work a flexible 15-hour per week schedule, including breaks and interims.

Must be hard working, trustworthy, accurate and efficient.

Must have basic computer skills, such as word processing and spreadsheets.

Must have a good public service attitude and like working with people.

## ***Selection Criteria***

Preference will be given to students enrolled in the work-study program.