Kellogg-Hubbard Library

Job Description

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<th>Job Title</th>
<th>Circulation Desk Substitute</th>
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<td>Director of Library Services</td>
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Job Purpose

Our circulation desks are the most public face of the Library and central to our mission. Circulation Desk Substitutes work on an as-needed basis, perform daily duties of the circulation desks, and encourage patron use of all Library facilities. Circulation Desk Substitutes must work well under pressure, performing multiple tasks efficiently. They work in conjunction with a regular staff member.

Qualifications

High school diploma, some college preferred. Library or library-related experience preferred.

Duties, Responsibilities and Limitations

- Checks materials in and out, collects fines, and renews materials.
- Answers telephones. Provides assistance or directs calls appropriately.
- Places and processes holds.
- Completes patron requests for new materials or ILL, as appropriate.
- Assists patrons at public access computers and copier.
- Accurately shelves materials near the circulation desk as needed.
- Completes *Things to Check & Do Daily* Procedures during slow desk times.
- Performs other duties, as requested by Library Administrators.
- Substitutes may not create new patron cards, renew patron cards, or cash out the POS system.