Circulation Staff Federal Work Study

Brief Description of the Position:

Students working in this area must enjoy working with people. Responsibilities include, but are not limited to registering borrowers; charging out and checking in library materials; renewing library materials; managing patron accounting; placing holds on materials; shelving and shelf reading; filing; answering the phone; mailing out over due notices; updating patron information on our on-line computer system; processing and filling extension center requests; mail runs; assisting patrons in the media copy center when needed; staffing the A327 computer lab. Ability to type and some computer experience is a plus. Evening and weekend hours are available. Students need to be customer service oriented, dependable, self-starters with the ability to learn quickly and follow directions accurately.

Primary Duties:

Circulation Responsibilities Include:

- Checking all types of library materials (books, cd's, videos, laptops, etc.) out and in, refer questions to reference librarian, provide reserve materials, and register new patrons.
- Bringing in books from outside book drop.
- Shelving all books, videos, and reference and reserve materials. When shelving, books need to be aligned properly on shelves and in correct call number order.
- Shelf-reading a designated area regularly. This includes making sure all books are in correct place and alignment. Make sure shelves are dusted and neat.
- Bringing all books used in the library to circulation desk and scan barcodes under “record-used in Library.”
- General pick-up of the Library, pushing in chairs, etc.
- Basic knowledge of laptop support.
- Any specific jobs designated by circulation supervisor.
- Customer service skills required.

2. A327 Computer Lab Responsibilities Include:

- Unlocking the room in the morning and starting all computers.
- Verifying that all terminals start properly, showing the Library’s website (notify a full time staff person if there are any problems).
- Checking to see that printers have sufficient paper supply and refilling paper when needed.
- Instructing patrons* to sign in log book and let users know that word processing is not available in this computer lab.
• Advising patrons to see the Reference Librarian on duty at second floor Reference Desk for any questions regarding research.
• Monitoring computer use to the extent of making sure no theft or damage is done to computer hardware.
• Shut down computers and lock room at the appropriate closing time.

  * Only FLCC students, faculty, and staff are allowed to use computer terminals in this lab.

**Special Requirements:**

Job requires some lifting, bending and overhead shelving