



Polk County Library

www.polkcolibrary.org

Bolivar, Main Library
1690 W. Broadway, Bolivar, MO 65613
Ph. 417.326.4531/Fax 417.326.4366

Fair Play, Branch Library
104 N. Elm St., Fair Play, MO 65649
Ph./Fax 417.654.5013

Humansville, Branch Library
101 S. Ohio, P.O. Box 201, Humansville, MO 65674
Ph./Fax 417.754.2455

Morrisville, Branch Library
5308 S. Main Ave., P.O. Box 86, Morrisville, MO 65710
Ph./Fax 417.756.2181

Job Title: Library Assistant/Circulation

Employment Category: Full, Half Time, or Part Time Hourly, Non-Exempt

Under the supervision of the Circulation Supervisor performs a variety of circulation tasks related to the operation of the library. Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include charging books in and out, shelving library materials, data inputting, and telephone answering. The work requires that the employee have some knowledge, skill and ability in library clerical functions.

General Duties:

- Works at the circulation desk; schedule may include evening and weekend hours.
- Circulates, reserves, renews, distributes and maintains all library materials. Empties book drop.
- Responsible for shelving materials.
- Responsible for shelf reading and facing the collection area assigned.
- Registers patrons and collects fines and fees for overdue and damaged items.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Answers basic reference and informational questions as well as questions on the use of library materials and equipment, refers questions when appropriate to Circulation Supervisor.
- Responds to telephone inquiries about library programs and services.
- May work in Technical Services mending and processing library materials.
- Assists with library programs when scheduled.
- Performs other library tasks as assigned.

Desired Knowledge, Skills and Abilities:

- High school diploma or equivalent
- Ability to follow written and oral instructions
- Ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures
- Ability to create courteous pleasant first impression of library
- Ability to establish good patron rapport
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Basic typing/computer skills
- Ability to learn media/computer operations

Note: The above description is illustrative of tasks and responsibilities. It is not intended to include every task or responsibility which may be required.