

JOB DESCRIPTION

STUDENT CIRCULATION ASSISTANT

Under the general supervision of the Access Services Librarian and the Circulation Managers, performs the following duties:

DESK DUTY

- _ 60% Attends to the circulation desk, assists patrons in obtaining reserve books, files and other miscellaneous reserve items. Answers directional queries, reference questions should however be referred to the librarian on duty. The student assistant depending on previously agreed scheduling, also assists in opening and closing procedures for the library. Other special desk projects will be assigned periodically.

SHELVING AND STACK MAINTENANCE

- _ 40% Attends to the preshelving area, maintains an assigned area of the library which must be shelf read and straightened everytime the circulation assistant reports for duty. This function will be the *foremost duty performed on a workday and shall precede any other activity*. * The supervisor will relieve the circulation assistant of his desk duties at regularly scheduled times for this purpose.

*Personal reading is permitted at the desk only during slow periods. You are reminded to ensure that all duties and/or special projects assigned are completed first. Please refer to the Circulation Assistant Manual for any further details.

This job description is subject to review.