

HABERSHAM

COUNTY LIBRARIES

Circulation Assistant

General Description of Position:

Circulation assistant reports to the Library Manager. Duties involve well-defined tasks and procedures that frequently involve assisting patrons, other staff members and the Library Manager.

Specific Duties and Responsibilities:

- Checking items in/out
- Helping patrons select and locate materials
- Shelving and shelf-reading
- Assist patrons with computers
- Pull books for holds, receive holds and transits from other libraries
- Processing new materials
- Minor repairs of materials
- Knowledge of popular titles and authors
- Scheduling patron and groups for the Community Room
- Collection Development
- Answering phones
- Responding to email inquiries
- Processing reports as assigned (missing items, claims returned, in-transit)
- Emptying book drop
- Related duties such as use of the copier, fax machine and laminator
- Register/update patron accounts
- Graphic arts for posters, brochures, press releases, bookmarks and signs
- Help with the Summer Reading Program
- Working with volunteers
- Additional duties as assigned

For more information on libraries, please visit the following:

<https://negeorgialibraries.org/>

<http://www.ala.org/>

<https://www.arsl.org/>

<http://www.ala.org/pla/>

For information on titles and authors, please visit:

<https://www.fantasticfiction.com/>

<https://www.goodreads.com/>

<http://raforall.blogspot.com/>