St. Charles District Library

Job Description

JOB TITLE: Circulation Clerk/Page

Reports To: Library Director

NATURE AND SCOPE OF POSITION:

The Circulation Clerk provides prompt and courteous assistance to library patrons at the circulation desk and seeks to maintain good public relations with all customers. May also serve as a public relations intermediary by tactfully handling delinquent patron account and retrieval of overdue library materials.

SPECIFIC DUTIES:

- Circulate library materials using library's automated library system – SirsiDynix
- Register patrons for library cards and maintain patron registration records
- Uses Microsoft Word, Excel, and other software as required.
- Accurately collect fines and fees using a Point of Sale System.
- Serve as initial contact person, provide general library information and directions, answer and direct incoming telephone calls.
- Receive and send out overdue and bill notices and check for accuracy, correcting as necessary
- Handle inquiries from patrons regarding delinquent account
- Notifies patrons about reserved materials
- Perform basic reference work or refers to proper staff person in charge
- Inspects returned books, materials and equipment for damage
- Remove library identification from deleted materials
- Mailing out/preparing interlibrary loan materials to the requesting library.
- Making copies, scanning, faxing, laminating for patrons.
- Proper shelving of library materials and maintaining the order of shelved library materials by doing regular readings of the shelves.
- Cleans and organizes work area
- Other duties as assigned by Library Director

JOB REQUIREMENTS:

High school diploma or G.E.D. certificate
Typing ability
Ability to communicate effectively and courteously
Computer literacy

DESIRED CAPABILITIES:
Experience with Sirsi integrated library systems
Previous experience as a circulation staff member
Knowledge of basic library materials, policies and procedures
Knowledge of regulations and procedures pertaining to library responsibilities.