

Ball State University
Position Description

Department: University Libraries

PC#: 503085

Dept Code: 12300

Salary Grade: 8 N

Position Title: Circulation Assistant

Reports To: Circulation Supervisor

Revision Dates: 8/2001; 3/2005; 7/2005; 7/2007

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Students.

Position Function:

Provide service to library users; perform circulation duties, clerical tasks, and provide student supervision at circulation counters; prepare building for opening.

Duties/Responsibilities:

1. Provide service to users of main circulation and elsewhere as needed; includes place recalls and holds; accept returned materials and check out materials; provide assistance in the use of print and electronic resources; provide library and/or university related information; interpret library policies and procedures including the fine and cost policy.
2. Assign and review work, orient and train students, and make recommendations for performance appraisal and discipline.
3. Perform circulation duties; includes maintain the hold and recall shelf; issue library cards; create brief records for items not in the SIRSI system; compile statistics; prepare books for binding and receiving; distribute items for rush orders; circulate and track usage of study carrel keys.
4. Prepare Bracken Library for Saturday operation; includes service photocopiers, microform readers/printers, and computers as appropriate; assist with closing as scheduled.
5. Assist in the overdue process; includes distribute notifications of fine and cost assessments; determine replacement costs of lost materials; update records in the SIRSI automated system; and monitor the circulation e-mail account for requests and replying to the requestor.
6. Conduct physical searches for lost and missing materials; maintain search files, update circulation status in the SIRSI automated system, and provide information on lost and missing materials to other library units.
7. Assist with processing electronic reserve requests and processing requests for Interlibrary Loan Services.
8. Perform other related duties as assigned.
9. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Up to eighteen months of education beyond high school or equivalent.

Experience: Over three months through one year of office or related experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education:

Experience: Library and supervisory experience.