

Ball State University
Position Description

Department: University Libraries
Dept Code: 12300

PC#: 503135
Salary Grade: 8 N

Position Title: Circulation Assistant

Reports To: Circulation Supervisor

Revision Dates: 3/2005; 6/2005; 8/2005; 8/2007

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 and provide student supervision at the Main Circulation counter.

Duties/Responsibilities:

1. Assign and review work and orient and train students.
2. Provide circulation service to library users at Main Circulation, including placing recalls and holds, accepting returned materials, providing library and university-related information, and interpreting library policies and procedures.
3. Perform circulation duties, including maintaining hold and recall shelf, issuing library cards, creating brief records for books not in the automation system, compiling statistics, preparing books for bindery, and receiving and distributing books for rush orders; circulate carrel keys.
4. Conduct physical searches for missing General Collection materials; maintain search files and update circulation status in the Libraries' catalog.
5. Assist in the overdue process; including monitoring, recording, and distributing notifications of fine and cost assessment, determining replacement cost of lost materials, and updating the records in the Libraries' computer system.
6. Provide information on LOST and MISSING materials obtained from the Libraries' automated system to Collections Development, Acquisitions, and Cataloging.
7. Monitor the circulation e-mail account, complete requests, notify sender, and record statistics.
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 related experience; working knowledge of basic Microsoft Office applications.

Additional Preferred Qualifications:

Education:

Experience: Public service experience, computer skills, and oral and written communication skills.