

Position Title: Circulation Clerk

Supervisor: Circulation Desk Supervisor

Classification: Staff

About the Position

The Urshan Library supports both Urshan College and Urshan Graduate School of Theology with various research needs and study environments. Under the direction of the library director and circulation desk supervisor (CDS) the circulation clerk operates the circulation desk. This entails the circulation of materials to students, monitoring and collecting charges for all printing and copying operations, monitoring and assisting with the operation of the computer lab, providing reference assistance to all patrons as needed, and closing the library in the evenings. Circulation clerks assist the library director and the circulation desk supervisor.

Essential Duties and Responsibilities

- Circulate materials to library patrons; including checking materials in and out, adding newly enrolled students, renewing books, creating book evaluation lists, editing patron profiles, and performing inventory as needed, using Destiny library management system.
- Re-shelve books in strict Library of Congress order and log each book's usage.
- Scan shelves for accuracy (verifying books are shelved in strict call number order).
- Shift books in the stacks to adjust for the growth of the collection as needed.
- Collect payment for fines, lost book fees, books sales, and copying services.
- Explain and enforce the library rules.
- Assist in managing the library's reserve books, rare and fragile collection, and the audio/visual equipment.
- Provide patrons with library information and assistance in locating materials.
- Maintain a log of fines collected, copies made and books sold.
- Assist the library director and circulation desk supervisor with any projects they may have related to library work.
- Require photo ID cards for all checkouts. Scan the ID barcode for patron identification. Make sure the photo is of the patron checking out the materials.
- Make sure every book has a due date sheet mounted on the inside of the back cover and stamps the due date in every book checked out.

Qualifications:

Circulation clerks must have experience with computers, including Microsoft Office software and the use of library systems, or experience with the use of other management systems. They shall have familiarity with the Library of Congress classification system. They must also demonstrate a willingness to support the mission of Urshan College, Urshan Graduate School of Theology, and Urshan Library.

