

**Town of Winslow**  
**WINSLOW PUBLIC LIBRARY**  
*JOB DESCRIPTION*

***Circulation Librarian/Cataloger***

**Distinguishing Features of Work:**

The Circulation Librarian/Cataloger oversees the various functions of the library circulation desk and catalogs library materials.

Circulation service work includes the following:

- (1) oversees the circulation desk and staff or volunteers working there
- (2) interacts with library patrons in a positive, friendly, and helpful manner
- (3) trains new staff and/or volunteers on duties at the circulation desk and customer service policy
- (4) supervises the circulation of library materials, including new patron registration, reserve books, processing over-dues, and processing incoming books and materials and monthly statistical reports
- (5) oversees the shelving of library materials
- (6) is responsible for interlibrary loan
- (7) performs other related work as required

**Examples of Work (Illustrative only):**

- oversees part-time personnel, volunteers and trains new part-time employees regarding circulation desk functions
- provides patrons with directional and procedural assistance, locating materials here or from other libraries; assists with use of copy or fax machines
- provides patrons with reference assistance
- oversees the daily circulation of materials, interlibrary loan program and the audiovisual materials
- enters new patrons in the computer and processes new library cards for them
- oversees the return of library materials to their proper location
- catalogs new materials and edits records to comply with local standards, when necessary
- attends meetings and maintains professional development regarding library functions
- performs related work as needed

**Requirements of Work:**

- excellent customer service skills
- an evolving knowledge of the professional practices, procedures, and techniques of library science
- working knowledge of circulation services and procedures
- knowledge of and adherence to library policies
- maintains and upgrades technology skills as needed in order to help patrons with basic computer skills and technology applications
- ability to instruct and train part time and volunteer library staff in library methods and procedures
- ability to keep and maintain a variety of library records and statistics
- ability to exercise tact, initiative and independent judgement
- ability to perform various clerical and computer functions
- ability to communicate effectively, both orally and in writing
- willingness to work evenings and Saturdays

**Desirable Training and Experience:**

- minimum high school diploma; college or library work experience preferred
- one to three years previous circulation desk or related work experience

October 2013