

Kuna Library District

Job Description

Multifunctional Circulation Services

Location: Circulation Desk, Information Desk, Shelving, Children's Room & Check-in

Goal: Provide excellent customer service to Library patrons in accordance with Kuna Library District policies and procedures.

Job Duties including, but not limited to:

Circulation Desk

- **Greet/respond to walk-in library patrons IMMEDIATELY**
- Sets up circulation desk for daily activities including counting deposits and preparing supplies for circulation area
- Checks library materials in and out using computerized and manual systems and bar code scanners
- Locates materials for patrons; places reserve holds on library materials; accepts inter-library loan requests
- Verifies patron information; updates patron data in the computer
- Calculates and collects fines and other charges for overdue, lost or damaged materials, and issues receipts
- Interacts with patrons regarding overdue materials and resolves problems with fines and missing or overdue materials
- Fills out necessary paperwork relating to damaged items and passes information on for final determination
- Collects cash and donations for books, bags, lanyards, copies, etc.

Information Desk

- Provide answers to directional and reference questions, and interpret patron library inquiries
- Maintains and updates periodical and newspaper collections
- Issues new Library cards and assist and instructs library users in the use and function of the library
- Coordinate and assist patrons with library computers and printers

Other duties as assigned

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- Advertise and maintain “New” items in the Library
- Request Interlibrary loans and new purchase cards for patrons

Shelving and Book Drop

- Conducts hourly walk through
- Empties book and media drop and takes returned items to proper place for check-in
- Conduct initial quality control inspection of book drop items
- Arranges returned materials on book carts and shelves them in proper order
- Maintains quality control of shelves by shifting books and media by reading shelves to find shelving errors

Children’s Room

- Provide excellent customer service and a friendly atmosphere
- Maintain children’s library materials
- Instruct and monitor tablet use by children
- Maintain order and organization

Check-in

- Conducts initial quality control inspections
- Check-in and process reserve requests as items are received
- Places media and print materials on carts for shelvers to distribute

Other duties as assigned