

Job Description/Title: Library Specialist → Library Specialist- Circulation Desk
Approved, Bargaining Unit President:
Approved, MPC Associate Dean, Human Resources:
Board Approved: 6-27-2013

MONTEREY PENINSULA COLLEGE

LIBRARY SPECIALIST – CIRCULATION DESK

JOB SUMMARY

Under general supervision, perform a variety of duties associated with library operations. Receive supervision within a broad framework of standard policies and procedures. Perform duties associated with receiving and processing library reserve materials; perform circulation desk activities. Interpret/apply policies, rules, and regulations regarding access to collection and use of library materials.

EXAMPLES OF FUNCTIONS

Essential Functions

Interpret policies, rules, and regulations regarding access to collection and use of materials; inform library staff of policy problems/modifications; determine library privileges by verifying individual user status.

Assist library users in locating and using materials and machines to obtain appropriate information, perform circulation desk activities.

Respond/provide assistance to inquiries from students, special patrons, faculty/staff regarding the reserve and general collections.

Maintain currency with new library technologies such as on-line search engines and library software programs and knowledge of library databases.

Inform library staff/faculty/staff of policy changes.

Issue library cards; determine library privileges; edit library patron records as needed; answer phones.

Interact and communicate diplomatically with all library patrons (public, faculty, staff and students); mediate difficult situations with tact and diplomacy; contact/refer situations to other authorities as necessary.

Collect fines/fees; resolve problems/answer questions/explain, clarify existing policies concerning late fees/bills for lost materials; operate cash register; maintain responsibility for cash box and change.

Open and close the library, following standard procedures and protocol.

Develop forms, filing systems/other procedures for materials processing/retrieval.

Maintain and assist users with library equipment, including computers, printers and copiers, referring for repairs as needed.

Maintain records of requests/searches; maintain statistics; produce documents/reports for state agencies and others using appropriate spreadsheet/database/word processing software as needed.

Train/supervise students/other part time workers at circulation desk.

Schedule rooms through Office Tracker system.

Other Duties

Maintain a clean and orderly library environment.

Perform other duties related to the business of the department as assigned by head of department/program.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, some college level courses in library science and experience in library work using current library technologies/library software programs or a related field.

Knowledge

Knowledge of: basic library principles, materials and procedures; current library technologies/library database search software programs; current office methods and practices; principles and methods of ordering books, supplies and equipment; library filing and indexing; circulation and reference sources, Library of Congress classification system; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: perform general library duties including library operations, efficiently use an online library system and Library of Congress classification system; learn and efficiently use current/new library technologies/library software programs as required to fulfill the duties of the job; interact effectively with the public/students/staff/faculty, in situations requiring diplomacy, tact, friendliness, poise and firmness; prioritize tasks and do several tasks simultaneously; operate a variety of office machines; use word processing/database/spreadsheet software accurately and efficiently as needed; learn and successfully use new software programs as needed to fulfill the requirements of the job; use good judgment in recognizing the scope of authority as delegated; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate physical effort which may include frequent standing, walking, lifting and occasional climbing, crawling or stooping; handling of medium weight tools and materials up to 35 pounds. Indoor work environment.