



## Circulation Assistant

### Job Description

**Location:** Port Angeles Main Library

**Department:** Circulation

**About the position:** Circulation Assistants search for materials on hold lists, missing lists, and inventory lists, assist with the transition of new materials to the regular collection and perform other related Circulation tasks.

**Volunteer duties include but are not limited to:**

- Search for library materials on holds lists, missing lists, and inventory lists
- Remove “New” stickers from books and remove residual stickiness with cleaner
- Tidy shelves and other public areas
- Shelf magazines
- Assist in withdrawing materials from the collection by stamping and crossing out barcode labels
- Other related tasks

**Qualifications:**

- Ability to stretch, bend and lift repetitively, push and pull heavy book carts, walk and remain standing for long periods of time
- Willingness to learn and ability to accurately use the Dewey Decimal System
- Ability to follow instructions and complete tasks
- Ability to identify safety needs and risks

**Time Involvement:** At least 6 month commitment. 2 hours per week minimum.

**Training Provided:** NOLS volunteer Orientation. Basic shelving and collection care. Training in performing assigned tasks, as required.