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
• Shelve 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.