**Circulation Aide**

General Duties of the Circulation Aide:   
  
The Circulation Aide shall be responsible for assisting patrons at the circulation desk and via phone, and will report directly to the Assistant Director.

* The Circulation Aide shall be expected to perform the following tasks:
  + Desk duties, including: checking in, checking out, answering phones, and assisting patrons with printing, copying, faxing, holds, and new cards
  + Shelving and shelf-reading
  + Processing of new materials, as assigned by the Assistant Director
  + Exhibiting excellent customer service orientation at all times
  + All other duties as assigned