**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