

Job Description Classification

ACC C L B A AN A P

BA C NC N

Oversee the daily operation and personnel management of the library circulation, reserves, collection access and bookkeeping functions. Assist in development and enforcement of policies and procedures.

C A AC C A N B L A

- Plan, coordinate and oversee daily circulation operations, including book processing, collection maintenance, general patron information and assistance with equipment.
- Maintain circulation and reserve modules of the automated library system, following established network policy, procedures and related statistics.
- Plan for collection organization, access and growth.
- Prepare and distribute overdue notices; maintain related records; oversee follow-up system for material return; interface with Business Office and registrar regarding delinquent student accounts.
- Work closely with faculty to compile and maintain access to reserve readings.
- Play a key role in planning, purchasing and maintaining

- **Develop and update procedure manual or circulation students and assistant supervisors.**
- **Distribute updated library operating hours to the c**

