

Library of Things Coordinator Job Description

The main responsibility of the Library of Things Coordinator is to ensure the operation of the Library of Things for both patrons and staff by maintaining and organizing items, managing procedures, and promoting the use of the Library of Things. These duties will be performed in conjunction with the responsibilities of a Circulation Assistant, but dedicated time for Library of Things management will be scheduled.

Requirements: A high school diploma or equivalent is required. Basic office and intermediate computer skills are required to fulfill the job responsibilities. Circulation assistants should be able to pay close attention to detail. An ability to deliver excellent customer service with a friendly, welcoming attitude, and to work well with others, is a necessity. Flexibility and thoroughness are essential. Must be able to work occasional Saturdays.

Library of Things Coordinator Duties:

- Maintain Library of Things items in good condition, coordinating with patrons and the Collections & IT Coordinator when necessary.
- Process new items for the Library of Things according to procedures developed by the Collections & IT Coordinator.
- Work with the Director and Collections & IT Coordinator to develop (and, if necessary, revise) circulation procedures for Library of Things items.
- Communicate with patrons about Library of Things items when necessary.
- Work with the Director on new purchases and solicitation of donations for the Library of Things.
- Work with the Director to promote the Library of Things.
- Work with the Circulation Manager to ensure proper procedures are followed for circulation of Library of Things items.
- Work with patrons to produce requested 3D printing projects. Maintain the 3D printer, including cleaning, troubleshooting, and ordering supplies.

Circulation Assistant Basic Duties:

- Issue library cards to patrons following all related policies and procedures.
- Assist patrons with the card catalog and locating materials within the library including the local history collection.
- Provide patron education on the use of library accounts, MeLCat, library catalog, and all other electronic resources.
- Check out materials to patrons.
- Answering directional and reference questions on-site and over the phone using both print and online resources.
- Retrieving materials from the drop box.

- Check in returned materials carefully, noting if anything is damaged, missing or on reserve, and follow correct procedures in handling such items.
- Operate computers, telephones, microfilm machine, copiers, and fax machine.
- Be proficient in a variety of software applications.
- Assist patrons in use of public computers and Wi-Fi.
- Accurately record use statistics.
- Receive monies as necessary and record their receipt accurately.
- Accept book donations as governed by library policy.
- Maintain an organized work area.
- Shelve books, shelf read, and maintain an orderly presentation of library materials and displays.
- Assist with the cleaning and general maintenance of the library building.

Additional Duties: Circulation assistants may occasionally be responsible for:

- Perform various tasks as directed by administrative staff.
- Prepare or maintain displays and informational bulletin boards.
- Prepare books for discard.
- Maintain the used book sale area.
- Supervise and/or set up for programs.
- Restock supplies.
- Repair damaged items.
- Perform emergency janitorial services.
- Assist with special projects.

Hours and Location: This is a part-time position and reports directly to Circulation Coordinator and Director. Work schedule will include evening and weekend hours. A regular schedule will be decided at hire and may be negotiated as needed by the library or the employee. Full details of employment, benefits and policies are included in the personnel policy. All employees will receive a copy of this policy at hire. All employment is at will.

Physical Requirements: Physical agility and strength to bend, reach, and carry library materials up to 40lbs, see, hear, and speak understandably, and manually manipulate computer keyboard, mouse, and other library technology.

The above statements are intended to describe the general nature and level of work and support being performed by employees assigned to this classification. They are not intended to be all-inclusive and other duties and responsibilities may be assigned as needed. 5/24/2022