

Part-Time Library Assistant Duties

1. Provides circulation service to the patrons. Circulation service includes checking in and checking out books, registering new library users, receiving fines, clearing students' library holds, and other circulation related duties.
2. Provides general reference service to the patrons. General reference service includes assisting patrons in using library printed and non-printed materials, answering reference questions, troubleshooting computer problems, and other reference related duties.
3. Shelves books and periodicals.
4. Works nights and weekends as required.
5. Other duties assigned by the LRC director.