

AQUINNAH LIBRARY
Circulation Coordinator - Library Associate
Approved by the Library Board of Trustees 10/26/2023
Approved by the Aquinnah Select Board 1/10/2024

DEFINITION

Responsible for overseeing circulation activity, including the issuing, return and record keeping procedures of the library, including membership and delivery within the CLAMS consortium. The Circulation Coordinator serves as the assistant to the Director and assists with cataloging, weeding, and maintaining the library collection.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides assistance to library patrons in using the CLAMS system and digital resources.
- Analyzes patron's needs and evaluates materials to develop collection.
- Educates patrons on library utilization including library computers to access print and non-print materials, including state-wide catalogs, database and local offerings.
- Evaluates circulation operating procedures, and makes adjustments as needed to improve efficiency.
- Identifies and retrieves overdue materials, and settles problems arising from late, damaged, or lost materials.
- Monitors the daily operation of the Integrated Library System, and acts as local liaison with the network on circulation matters.
- Provides monthly and annual reports of circulation activity.
- Trains Library Assistants in circulation functions, public service best practices, as well as library policies and procedures.
- Manages daily delivery process and troubleshoots/resolves issues. Oversees Integrated Library System Database and inter-library loan process. Oversees the delivery of library materials to homebound patrons.
- Performs readers' advisory services.
- Produces reports from CLAMS relating to new members, missing materials, etc.
- Receives complaints or requests from library users and makes every effort to follow through in response to them; maintains quality public relations, advising patrons of library programs, procedures and policies.
- Communicates procedural and/or policy changes to staff as it relates to the circulation desk.
- Communicates updates to library ILS as well as consortium policies and procedures to staff.
- Monitors and tracks office and computer supplies and manages ordering system.
- Must be able to pass a CORI check as defined by the designated CORI officer in the Town of Aquinnah.
- Work schedule requires evenings and Saturday hours.

- Performs a variety of related duties.

SUPERVISION RECEIVED

Under supervision of the Library Director, employee plans and prioritizes the majority of work independently. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Duties shall be performed appropriately to represent the policies and procedures of the Library, and with respect and confidentiality of the records of the library and its users as required by Local, State, and Federal laws.

EDUCATION AND EXPERIENCE

Bachelor's Degree in a related field and progressively responsible library experience; preferably with experience in library circulation control work. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job will be considered.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The work involves sitting, standing for long periods, walking and stooping. May be required to lift objects such as files, boxes, library materials and equipment weighing up to 30 pounds.

Duties are largely mental rather than physical, but the position requires motor skills for activities such as moving library materials, using office equipment, including but not limited to telephones, personal computers, and other equipment. Visual demands require routinely reading documents for general understanding and analytical purposes both in print and on a computer screen.

POSITION GRADE LEVEL AND SCHEDULE

- Position is Grade F with a ten step pay scale starting at \$26.47 and ending at \$34.53.
- 20.5 hours/week. Tuesdays and Thursdays 11:00am-6:00pm and Saturdays 9:30am-4:00pm.

- Benefits as outlined in the Aquinnah Personnel Bylaws.