

WESTMONT

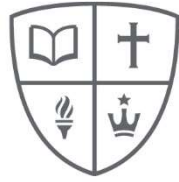
Circulation Coordinator **Library and Information Services**

Position Summary: The Circulation Coordinator organizes and manages all operations of the circulation department of the library, including borrowing and return of physical materials, course reserves, and maintenance of physical library collections. Oversees the Learning Commons and other library spaces in conjunction with the Public Services Librarian.

Qualifications: Requirements include: personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; Strong public service skills; strong written and oral communication skills; excellent interpersonal skills, using tact, patience and courtesy with a variety of patrons; proficiency with current technology and programs, including Windows Office suite, and an ability to adapt to new cloud-based software technologies; two-three years of experience in a supervisory role; awareness of current trends and technologies in library public services; thorough understanding of copyright guidelines pertaining to library services; ability to lift 25 pounds; ability to work effectively both independently and in a collaborative team environment. Must be available to work evening and weekend hours as needed. Familiarity with automated or web-based library circulation systems preferred; BA/BS degree preferred.

Responsibilities:

- Assists the Public Services Librarian with hiring, training, scheduling, and supervising of circulation desk student employees
- Supervises the operation of the circulation department, including charge and discharge of materials, distribution of interlibrary loans, and preparing community user cards
- In collaboration with the Public Services Librarian, develops policies and procedures for these operations
- Knows and enforces library policies
- Responsible for opening and closing the library; secures all library materials; requests assistance from Public Safety when required
- Oversees print book collection maintenance
- Processes fines and lost materials charges
- Processes all Course Reserve requests from faculty, including placing materials on reserve and removing them at the end of the term
- Answers directional and simple library inquiries from the college community in person, by phone or online; serves as a liaison between library users and librarians
- Updates voicemail messages at the circulation desk phone as required
- In collaboration with the Public Services Librarian, manages the library open hours schedule
- Provides circulation statistics and reports as requested
- Establishes emergency procedures and contact lists
- Communicates library circulation policies to campus community



WESTMONT

- Keeps current on latest trends in circulation management
- Oversees the scheduling of VL 214 (the library instruction lab) and manages room-use calendars for other library rooms as required
- Assists with the scheduling and coordinating of library events and displays
- Submits physical plant work orders as needed
- In collaboration with the Provost's Office and Public Services Librarian, manages cubicle key distribution and returns
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

Reports to: Public Services Librarian