

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 300**

#### **Subject: Job Descriptions**

The most important thing any of us can do here is to help another person. Do your best to drop whatever you are doing and focus entirely on the person at the desk. Offer to walk them over to the computer sign-in sheet, or out into the stacks in search of a book instead of just giving directions. Remember, most people find libraries confusing and daunting. The last thing many want to do is have to ask for help. Do your best to give them a smiling, pleasant face, a listening ear, and a caring heart.

Basic duties of all employees working the circulation desk: serve the patrons by checking materials in and out, assist in locating materials, provide basic computer help, issue library cards and policy statements, offer and take interlibrary loan requests, notify patrons when requested material is available, collect fines, maintain daily records of activities, empty drop box, shelve books and materials, reserve materials for patrons.

**ADOPTED:** December 10, 2000  
**REVIEWED:** November 12, 2002