



Example of Library Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of library specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for library specialist

- Overseeing the inventory of the Technology Lending program, working with the Digital Services Division to assure all inventory is in working order and updated as needed
- Providing input, along with the Heads of Circulation and Digital Services Division, for the determination of loan rules and policies for the Technology Lending program
- Maintaining the Technology Lending records in the ILS along with the Catalog Department
- Collecting, compiling and reporting various Technology Lending statistics on a regular and continual basis
- Making recommendations to the Head of Circulation as to what to do when situations arise where there is no precedent or standard method of performing the work
- Servicing both the Circulation and Technology Lending Desks
- Collecting and recording payment of fines and fees
- Answering patron questions
- Perform routine circulation functions such as charging, discharging, managing holds, and accepting payment of library fines
- Refer fine appeals to supervisor

Qualifications for library specialist

- Release keys and combinations to assigned study spaces and lockers

- Receive and prepare new acquisitions and items paged from off-auxiliary libraries
- Process new books prior to shelving and notify requesting patrons of availability
- Create, maintain, or delete records for Course Reserve collections
- Receive and process items from auxiliary libraries