

To: Susan

From: Tim

Subject: YES employees

I think the Circ. Dept. could use a YES employee this summer approximately 32 hours per week. This might be shared with another dept. if convenient or to mitigate potential burnout of someone of this age group.

Job Title: Asst. page or Circ. Dept. Asst.

Hours per week: 32.

Duties and responsibilities:

- Searching shelves for requested and overdue books;
- Shelving paperbackbooks, cassette tapes, and Mystery, Western and Science Fiction books;
- Shelf straightening, dusting and some shelf reading;
- Simple typing of labelsfor book spines;
- Assist with some misc. alphabetizing and simple filing;
- Assist with sorting and routing of returned books.

Skills required:

- Some familiarity with Dewey decimal numbers;
- Some ability to alphabetize and or sort materials by alpha-numeric sequences;
- Ability to push book trucks and lift small armloads of books;
- Legible handwriting;
- (Willingness to be indoors when the sun is shining.)

Training provided:

- Instruction and supervision in filing and shelving through use of sample card sets having characteristic Dewey decimal and alphanumeric sequences;
- Instruction and supervision in procedures for searching shelves for requested and overdue items;
- Under close supervision, introduction to the Library's computerized circulation system.

Work schedule/hours: 8 AM to 12 Noon and 1 PM to 5 PM  
four days per week on week days (M-F).

Supervisor: Tim Bell (Circ.Supervisor) or designated Circ. Dept. staff member.