Title:       Circulation 1 – Retrievals
Pay Rate:   Basic

General Description: Collect and sort paging slips for requested materials, then find and retrieve the requested materials from the stacks and other areas of the library. Deliver the items to the Circulation Desk for processing.

Duties and Responsibilities:

1. Collect and sort paging slips in preparation of searching and retrieving requested materials
2. Learn and become proficient in the Library of Congress classification system in order to quickly and efficiently locate requested materials

Required Qualifications:

1. Attentive to call number details and barcodes, to ensure the correct item is being retrieved
2. Ability to work independently, without direct and constant supervision
3. Ability to spend work time standing, walking, and reaching shelves
4. Conscientious about completing tasks accurately, with attention to detail, and efficiently
5. Awareness of library study atmosphere

Preferred Qualifications:

1. Prior experience with the concept of call numbers (as a library user or worker)
2. Ability to operate a computer workstation if help is needed processing retrieved materials