

Library Assistant: Temporary Part Time

Abilene

Director of Library Services / Library Manager

staff. This individual's responsibilities will include p  
library, assistsrmilyictlerperne nd tric All Cisco C  
to follow College policies, rules, regula

1. Keep the Library Director and Libr
2. General circulation duties.
3. Be familiar with all policies and pr
4. Greet patrons as they enter and leav
5. Collect all mail and check the book
6. Assist with media equipment reque
7. Assist in the library computer lab.
8. Help design displays and promotio
9. Maintain gate count records.
10. Update library signage as directed p
11. Answer the main library phone and
12. Tidy and restock the computer lab.

