1. Assisted patrons with library's computers and provided information on logging onto Internet.
2. Organized circulation desk with over [Number] books and periodicals to be checked out.
3. Processed receipt of new book, audio visual and computer software inventory.
4. Provided assistance and support to staff in regard to facility maintenance, security and services.
5. Kept detailed records of lending transactions and library users.
6. Closely monitored front desk visitors to maintain secure and clean environment.
7. Marketed library's many services to visitors and patrons through active communication.
8. Maintained accurate records and confidentiality of library book and periodical inventory.
9. Handled receipt processing for book, audio-visual and computer software inventories.
10. Stayed up to date on references, card catalogs and automated information systems to teach and educate patrons.
11. Collected and processed fines on overdue library materials.
12. Organized summer reading program for children between ages of [Number] and [Number], resulting in [Number]% increase in book loans.
13. Stayed up-to-date on university and housing policies and procedures to achieve effective enforcement.
14. Supported staff with facility maintenance, security, services and daily staff tasks.
15. Entered and updated lending transactions of library users.
16. Created fliers to post throughout library that would inform visitors and patrons of upcoming events including book clubs, meetings and special programs.
17. Gained strong understanding of various methods for cataloging books and other materials.
18. Placed books on proper shelves when returned to circulation.
19. Educated patrons on use of reference sources, card catalogs and automated information systems.
20. Handled check-in and check-out process of library books and materials at circulation desk.