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