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