1. Mitigated librarian workload by independently managing basic patron requests and locating materials.
2. Located desired customer items through interlibrary loan system and coordinated deliveries.
3. Organized and maintained detailed records for [Job title] on equipment use, materials logs and circulation activities.
4. Showed patrons where to find library resources and collected equipment, reference pieces and other items.
5. Kept library shelves and printed materials well-stocked and organized according to established system.
6. Helped patrons to complete forms for library card issuance.
7. Monitored patrons to enforce adherence to library policies for material management and behavior.
8. Assisted staff with completing special projects such as [Type] and [Type].
9. Maintained and updated patron records in library system database.
10. Processed customer fines and educated individual patrons on ways to minimize future charges.
11. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
12. Communicated with other local and regional branches to locate materials for inter-library loans.
13. Assisted patrons with library equipment operation or rentals, including photocopiers, microfiche and audio/visual equipment.
14. Delivered [product or service] to customer locations within specific timeframes.
15. Catalogued and sorted books and library materials.
16. Conducted research, gathered information from multiple sources and presented results.
17. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
18. Increased customer satisfaction by resolving [product or service] issues.
19. [Type] hardware proficiency
20. Prepared a variety of different written communications, reports and documents to ensure smooth operations.