

Idaho Falls Public Library Adult and Teen Services

Duties

All staff at the 3rd floor desk

Watching the ramp to ensure only children with permission are in the adults-only section

Assisting patrons in finding materials and information

Answering the phone

Shelving the new titles

Filling displays

Creating author and book lists for patrons

Working on programs and other projects assigned as there is time

Program assistance-reading logs, prizes, flyers, and more

All staff at the 2nd floor desk

Creating accounts for new patrons

Taking payments

Assisting patrons in finding materials and information

Processing new holds, shelving new holds, pulling expired holds, processing transit requests for the drive thru

Assisting in the computer lab when the Makerspace staff is unavailable

Swapping and de-stickering new titles to go to the stacks

Program assistance-reading logs, prizes, flyers, and more

All staff at the Makerspace desk

Certifications on equipment

Scheduling the equipment

Assisting with using the equipment

Assisting patrons in the computer lab

All staff in the Drive Thru

Check out holds to patrons

Shelve holds

Make collections calls for lost items

Professional development

Working on programs and other projects assigned as there is time

Liza Managing staff for the 2nd and 3rd floors, Makerspace, and drive thru
Scheduling
Collection development for adult fiction, adult graphic novels, large print fiction, latino, young adult fiction, nonfiction, and graphic novels
Providing staff support in all of their duties

Ashley Magazine and newspaper maintenance
Young adult maintenance-combing, shifting, faceouts, displays
Ordering adult and young adult books from catalogs
Adult fiction combing
Young adult genre author lists
Paper Arts preparation and support
Organizing and filing desk stats
Maintaining the Binge Bag menu

Caden Makerspace
Evening and weekend supervisor
Patron certifications
Teen Tech
Teen Inc.
Coding for Kids
Brick Fast Club
Scheduling resources
Maintaining equipment
Accessing fees for products used

Camille Maintaining the games cabinet
 Calling on lost items

Enrique Maintaining the puzzles cabinet
 Calling on lost items

Lisha Snags
 Swaps
 Adult fiction combing
 Weeding large print
 Literary Luck
 Chapter 2 Book Club
 Displays
 Adult genre author lists
 Book Club in a Bag and Binge Bag tags and maintenance
 Holiday signs

Marzi Calling on lost items
 Verifying all returned lost items
 Submitting accounts to Bonneville Collections
 Adult fiction combing
 Booked at Noon Book Club
 Journal Jam
 Displays
 Looking for and deleting duplicate accounts
 Sorting donated DVDs
 Assisting with programs

Melissa Write Over Here-Adults
Write Over Here-Teens
LybraryWyrms
Author visits
Displays

Sami Makerspace
Patron certifications
Scheduling resources
Teen Inc.
Monthly calendar
Graphic design

Priorities

Having enough staff to keep all desks covered at all times

Providing new technology in the Makerspace

Training and conference opportunities for staff

Adequate book budget to compensate for rising costs