



**Job Title:** Holds Assistant

**Purpose of the position:** process and shelve holds/reserves for customer pick up

**Location:** Circulation Services

**Key Responsibilities:**

- Process and shelve holds that are ready for pick up

**Reports to:** Circulation Services Department Head

**Length of Appointment:** 6 weeks or longer

**Time Commitment:** 1-2 hours/week

**Qualifications Required:**

- Willingness to learn new skills
- Legible handwriting
- Ability to reach, bend, stoop, and lift from standing, sitting, and kneeling positions
- Ability to lift and carry up to 10 pounds, an armload of books
- Must be able to work independently after instruction

**Support Provided:** Training by Circulation staff

**Age Requirement:** Adult and teens over 14 years old

**Benefits:** Work with friendly and supportive staff; meet new people; contribute to the community; check out new books, movies, & magazines