



Library Job Function

Library Door Checker

Grade 47

Summary

Performs checking and general public service duties a library entrances and exits.

Typical Duties

1. Inspects parcels, briefcases, bags, etc., to assure that library materials have been properly charged out and/or checks identification of persons entering the library, stacks, or restricted areas.
2. Answers general questions from faculty, students, staff, and other library users, giving directions and making proper referrals.
3. May serve as a source of general information to visitors about such things as exhibits, special events, collections, or the history of the library.
4. Performs related job duties as required.

Typical Requirements

Education: High school graduate or equivalent preferred.

Skills and Experience: One year of related experience preferred. Ability to deal with the public.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.