

Library Circulation position

GENERAL SUMMARY

To oversee circulation for the library; and to provide effective and efficient customer service assistance to the public.

SUPERVISION

General supervision is provided by the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To follow all library policies and guidelines for circulating materials.

Assist library patrons; see to it that all materials are checked in or checked out properly; issue library cards.

Collect library fines; issue receipts; enter data into the computer; count money collected and ensure that money is properly documented.

Process requests for library cards including accepting applications, verifying patron information, and entering data into the computer.

Register and assist patrons at the public access computer workstations; Instruct patrons in the use of the online catalog.

Maintain a log of library statistics.

Receive, sort and distribute newspapers, periodicals and microfilm. Maintain subscription records to insure continuity of resources. Notify supervisor of late periodicals.

Maintain and update Meeting Room Calendar.

Work as a cooperative and supportive member of the library team.

Provide the best possible customer service to the public.

Update Patrons accounts from collections.

Oversee inventorying of Fiction collection.

Once a month prepare outreach materials.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE No experience required.

Type 35 wpm.

ADDITIONAL TESTING (only if interviewed)

Customer Service

Math

WORK SCHEDULE

Part-time; 30 hours per week; must be available to work the following hours:

Monday- Friday 11:00 p.m. - 5:00 p.m.

Rotating Saturdays with other staff 10:30 a.m. - 3:00 p.m.

Please email a resumes to lakeregionpl@gmail.com or contact Jared Tolman @ 701-662-2220