

Abington Community Library
Job Description - Circulation Clerk
\$12.50 per hour / Approximately 18 hours per week

Because of the nature of work in a small public library, with periods of heavy activity at unpredictable times, each staff member, while having specific duties, must be aware of and able to perform many of the duties of other staff members in order to offer optimal customer service to library users. Recognizing this, the job description that follows describes only the major responsibilities of the position.

Circulation Clerk

Under the supervision and direction of the Head of Circulation, individuals in this position are responsible for:

- Charging materials to library users;
- Discharging returned material, preparing it for return to the shelves;
- Assisting patrons in choosing popular and preferred reading material or in locating information;
- Registering new library users and introducing them to the library and catalog;
- Placing holds on library material;
- Assisting in the return of material to library shelves as needed;
- Becoming proficient in the use of the Lackawanna County Library System's circulation system and on-line public access catalog;
- Performing other duties as assigned by the Head of Circulation, Head of Youth Services, or Director including programming and collection development of a particular area;
- Availability and flexibility to work outside the agreed upon scheduled days, if needed.

Experience and training

High school graduate with at least one year of successful work experience. Some college or library experience is desirable. The ability to work cooperatively with library staff, the ability to project a courteous, helpful attitude toward library users, and good communications skills are needed in this position. It is necessary to have computer and typing skills with knowledge of current computer technology, Internet, Microsoft Office, and databases.

Physical demands: Circulation clerks spend close to 100% of their time on the job standing or moving about the circulation area, moving heavy book trucks to other parts of the library, and bending and stretching to return material to shelves.

Other requirements of the position: Ongoing professional development including attendance at workshops, trainings, and conferences.

Please address and submit your resume and letter of interest to Executive Director, Sandy Longo at slongo@albright.org or via first class mail: Abington Community Library, 1200 W. Grove Street, Clarks Summit, PA 18411. Responses will be collected for one week; deadline for submissions is Thursday, April 1 at midnight.