

## Circulation Clerk

FT/PT: Part Time

Hours: 14-17.5 hours/week, 4:30 – 8:00 Tuesday – Friday, Saturday rotation, non-exempt

Salary: \$9 – \$10/hour DOQ

### Position Description:

The Sherrard Public Library District is seeking a team member to perform circulation duties to facilitate the movement of library materials to and from the patron through the circulation desk.

### Duties:

- Performs circulation activities for the library including checking materials through the circulation desk, registration of patrons, collections of fines and fees and emptying book drops
- Answers the telephone, answers questions appropriate to skill level; relays messages to appropriate individuals. May call patrons about reserve books.
- Designs and fills book displays as appropriate.
- Maintains front desk office supplies and copies.
- Resolves problems involving lost or overdue materials and patron registration status.
- Prepares library materials for circulation (book jacket or audio-visual case, labels, book cards and pockets, stamps, etc.)
- Performs circulation desk opening and closing procedures as required
- Performs related duties as assigned

### Qualifications:

- Associate's Degree or equivalent in experience or education.
- Must be innovative, self-motivated, able to work calmly with frequent interruptions.
- Excellent computer skills.
- Excellent verbal and written skills.
- Past library experience preferred.

Sherrard Public Library District is an Equal Opportunity Employer.

Application Deadline: Friday, May 1st, 5:00 PM

Please email application, cover letter, and resume to: [director@sherrardlibrary.org](mailto:director@sherrardlibrary.org) NO PHONE CALLS.

[Application](#)