

Beulah Public Library

Job Description

Title: Assistant Librarian

Reports to: Library Director

Hours: Year-round position, about 12 hours per week

Flexible hours in order to accommodate coworkers' schedules

Assistant Librarian Duties:

Circulation

- Process books between the McLean-Mercer Regional Library and other libraries
- Shelf books
- Place interlibrary loan requests for patrons; notify patrons when items arrive
- Prepare courier items to send out twice per week; unload and manage courier items that come in
- Keep tax documents stocked and help patrons with forms during tax season
- Catalog new magazines
- Keep magazine racks orderly; weed out magazines older than 3 months
- Process overdue notices
- Process library materials, including creating spine labels, properly positioning barcodes and spine labels, covering books, preparing DVDs and audiobooks
- Weed out old materials yearly, according to director's instructions; delete weeded items from the system

Working with patrons

- Greet patrons and offer to help them find what they are seeking
- Register new patrons
- Assist patrons with computer questions
- Assist patrons in using the printer, copier, scanner, and microfilm reader

Operations

- Open and close the library as per schedule
- Organize shelves and keep the library in orderly condition
- Answer the phone and assist callers
- Make recommendations to the director for purchases of reading materials, DVDs, or other items
- Dust bookshelves occasionally
- Vacuum or sweep any spills or messes
- Wipe and sanitize computer keyboards and mice

Other duties may be assigned by the director.

Knowledge, Skills, & Abilities

- Work in a pleasant and effective manner with patrons, coworkers, and other departments and agencies in the community
- Take personal initiative to execute work responsibilities
- Have a working knowledge of computers and effectively use the book database system (Horizon), email, local and state library websites, and Microsoft Word, Excel, Publisher
- Help people of all ages enjoy and use library resources
- Ability to communicate with patrons and fellow employees through the spoken word
- Ability to lift a maximum of 25 lbs