

Department: Library System

Job title:	<i>Library Clerk</i>
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Reports to:	<i>Branch Manager and Department Supervisor</i>
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Job purpose

Duties and responsibilities

I. Duties of Clerks in All Areas:

- A. Answers the telephone and greets patrons.
- B. Interacts with people of varying personalities, incomes, ages and in a variety of situations.
- C. Registers patrons.
- D. Assists patrons in locating appropriate library materials.
- E. Provides users with general information about library services directing them to other personnel as needed.
- F. Uses library automated circulation system to circulate materials to library users
- G. Receives, screens, sorts, processes, and/or counts library materials
- H. Assists in other areas of the library providing support when workloads dictate.
- I. Maintains good relations with public and staff.
- J. Assists in department operations: opening and closing the building. Shelves materials.

II. Bookmobile Clerk duties:

Accompanies and assists bookmobile driver on bookmobile visits and with scheduling of bookmobile stops.

III. Branch Library Clerk

--see duties above of clerks in all areas

IV. Cataloging Clerk Duties

The Cataloging Clerk maintains and checks branch order cards, unpacks new books, does sourcing and invoicing of new items; returns books, attaches item records to bibliographic records; withdraws items; book repair; DVD repair; and processing of requests when necessary.

V. Children's Clerk Duties

The Children's clerk couriers books to the branches, lends program assistance, field questions, performs story times during school year, and daycare programs in branch locations.

VI. Circulation Clerk Duties

Uses library automated circulation system to circulate materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fines and fees; empties the book drop.

The Circulation clerk performs activities involved in the retrieval of overdue materials and tells users if they have overdue materials;

The Circulation clerk attends to public use of equipment: adds paper, assists library users with machine problems, contacts supervisor regarding service needs.

Other duties as assigned.

Qualifications

High School Diploma or G.E.D. equivalency.

Working conditions

A busy, vibrant library whose patrons represent a socially, culturally, and economically diverse community. Duties are performed both indoors in an office environment and outside. Hazards are considered minor and controllable, but may include exposure to human error. Must have a heart for serving the public.

Physical requirements

Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to read and follow verbal instructions. The noise level is usually moderate.

Direct reports

Volunteers

Approved by:	<i>Pope County Library Board</i>
Date approved:	<i>January 16th, 2013</i>
Reviewed &/or Revised:	<i>January 16th, 2013</i>