



Bethel Public Library

Be curious. Be enlightened. Be inspired.

189 Greenwood Avenue • Bethel, CT 06801 • (203) 794-8756 •

www.bethellibrary.org

Library Clerk, Part Time – Bethel Public Library is seeking an individual with excellent customer service skills to serve a diverse public. Prior library experience and familiarity with Evergreen or other library system preferred but not required. Candidate must possess ability to perform a variety of circulation duties, including shelving of materials and answering phones. Other project duties, under the supervision of the Circulation Manager or the Director, may be assigned. This position includes evening and weekends. Pay is commensurate with CLA minimums. Full job description available at www.bethellibrary.org. Interested applicants may send a resume and cover letter to the Library Director, at administration@bethellibrary.org.

Review of resumes will commence on receipt.

Job description

Title: Library Clerk I – Part TimePosition Overview:

The Part Time Library Clerk I is responsible for assisting with jobs outlined for full time staff members and may be assigned to one or more departments to perform a variety of clerical tasks that are vital to providing library patrons with the best possible service. The Library Clerk I also assists patrons in the use of library services and facilities.

General Responsibilities:

- Provides prompt and courteous patron service in person and over the telephone; accepts, records and delivers messages accurately.
- Provides and/or directs patrons as needed with general information about the library's services (i.e. hours open, fines structure, programs, etc.)
- Promotes Library services and events, including email notification of programs, events, overdue notices and items on hold.
- Familiar with all aspects and functionality of the integrated automated system and performs basic and complicated procedures for the assigned department.
- Processes materials for the collections, including data entry and mending.
- Collects and keeps an accurate record of departmental statistics.
- Responsible for all departmental opening and closing procedures as assigned.
- Shelves and shelf reads materials as necessary.
- Straightens magazines, displays, and collections as needed.
- Reports all schedule changes and/or absences (sickness, vacation, etc.) to the appropriate Department Supervisor, subject to approval by same.
- Follows procedures as outlined in the departmental manuals.
- Reads staff notebook at beginning of each shift; initials all correspondence and is responsible for understanding and implementing all procedures contained therein.
- Reads and is familiar with the library's mission and policies.
- Meets the minimum competencies set forth as library policy.
- Attends staff meetings, workshops, etc. as required.
- Performs additional duties as assigned.

Circulation Responsibilities:

- Adept with all aspects and functionality of the automated system's circulation module including charge, discharge, and renewal of library materials; patron registration; collection and payment of fines, including informing patrons of additional fines owed and for what items; and Patron Query functions.
- Places holds and calls patrons when held items are available for pickup.
- Stamps date due cards.

Reference Responsibilities:

- Adept with all aspects and functionality of the automated system's public access catalog (PAC) module including how to find an item in the Bethel Library catalog and in another library's catalog, how to determine if an item has a hold on it, and how to determine where in line someone is on a hold list.
- Assists and instructs patrons with the use of library resources including the online card catalog, the Internet, electronic and print resources, and equipment such as a photocopier and public fax machine.
- Provides Ready Reference service to patrons, always with the assistance of the Adult Services Librarian and/or the full time staff member on duty, and as outlined in the Reference Services Manual.
- Retrieves periodicals and microfilm for patrons; reshelves same.
- Assists with interlibrary loan and reserve requests as assigned.

Title: Library Clerk I – Part Time

Children’s Room Responsibilities:

- Assists with preparations for children’s programs such as story time, craft programs, etc.
- Assists and instructs patrons with the use of library resources including the online card catalog, the Internet, electronic and print resources, and equipment such as a photocopier.
- Adept with all aspects and functionality of the automated system’s public access catalog (PAC) module including how to find an item in the Bethel Library catalog and in another library’s catalog, how to determine if an item has a hold on it, how to determine where in line someone is on a hold list.

Technical Services Responsibilities:

- Assists with order check-in such as opening boxes, checking order against packing slip, etc.
- Assists with processing materials for the Library’s collections.
- Prepares bindery orders.

Supervision Received: Works under the direction of the appropriate Department Supervisor as assigned.

Supervision Exercised: None.

Required Knowledge, Skills, and Abilities:

- Understands and follows oral and written instructions.
- Ability to learn and competently execute myriad functions on the integrated automated system.
- Communicates courteously, enthusiastically and effectively with both children and adults as well as with other staff members.
- Willingness to learn new skills and techniques as needed.

Minimum Qualifications:

Bachelor’s degree required. Working knowledge of computers and office software preferred. Knowledge of automated library systems and the Internet a plus. Library experience is desirable.

Physical Requirements:

- Ability to lift and/or move materials up to 25 pounds.
- Ability to push a loaded book truck, up to 300 pounds.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Ability to operate a keyboard at efficient speed and typical business office equipment, including computer hardware.
- Regularly required to talk or hear; use hands to operate objects, tools or controls; reach with hands and arms.
- Vision and hearing at or correctable to “normal ranges.”
- Occasionally required to attend off-site meetings.
- Occasionally exposed to outside weather conditions.

Accommodations:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.