

WHITE COUNTY LIBRARY –CLEVELAND BRANCH

PART TIME LIBRARY CLERK

GENERAL DESCRIPTION OF POSITON

The Library Clerk is under the direct supervision of the Library Program Manager.

Closing Date 4/18/2025

Please send resume to emcconnell@negeorgialibraries.org. No phone calls please.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Checking items in and out
- B. Helping patrons select and locate books
- C. Shelving and Shelf- Reading
- D. Pulling, placing and preparing holds from our branch
- E. Receiving holds from other branches, notifying respective patrons of the arrival of their books
- F. Knowledge of popular titles and authors
- G. Scheduling patron and groups for the conference room
- H. Retrieving items from the book drop
- I. Copy machine duties (faxing, scanning, copying, printing)
- J. Registering new patrons for library cards, other patron account needs
- K. Resolving fines and overdue fees for patrons/enforcing rules regarding them
- L. Assist with Adult and Children’s events and projects
- M. Providing answers to reference questions
- N. Answering phones
- O. Computer skills (a willingness to learn the PINES system, and to help patrons with public use computers and the various programs they may require assistance with)
- P. Other tasks as assigned

ADDITIONAL REQUIREMENTS

- Promptness
- Politeness toward patrons and fellow staff members
- Flexibility
- Self-starter
- Occasional heavy lifting

EDUCATION/EXPERIENCE

- High-school Education (diploma or equivalent)
- Library experience preferred

HOURS

10 hours per week
Monday 3:00-6:00 and Thursday 2:00-6:00, Saturday 9:00-12:00

PAY

\$10 per hour