

Barrett Paradise Friendly Library

6500 Route 191, Cresco, PA 18326

570.595.7171

brfpubli@ptd.net

www.barrettlibrary.org

Part-Time Circulation Clerk

15-20 hours per week. Circulation-related duties include checking in and checking out materials, issuing library cards, and assisting library users with resources. This position includes some nights and weekend (Saturday) hours.

Qualifications:

- High School diploma or equivalent (college degree preferred).
- Excellent computer skills.
- Customer Service skills and the ability to work cooperatively with a wide variety of library users and staff.

New employees are required to have current Pennsylvania Child Abuse Clearance, Criminal Record Check, and FBI Federal Criminal Background Check.

Responsibilities Include:

- Circulation procedures such as checkout, check-in, holds, payments, requests, registration and renewal of library cards.
- Technology – assist patrons with use of computers including printing, accessing email, accessing websites, accessing wireless network, downloading electronic resources.
- Make copies, faxes, and scan documents.
- Effectively answer the phone and make calls to patrons.
- Shelve library materials accurately.
- Empty book drop.
- Assist with circulation projects and reports.
- Prepare new books for circulation.
- Assist library users with questions.
- Maintain patron behavior in consultation with other staff.
- Assist with set-up and take down of equipment for programs scheduled in the meeting room.
- Open and close the library and perform associated procedures as needed.
- Learn new procedures and upgrades as they occur.
- Perform other duties as assigned and/or required.

How to Apply:

Email resume and a list of three references to brfpubli@ptd.net with "Circulation Clerk Opening" in the subject line.

Our Mission: To strengthen our community, the Library connects people with ideas, experiences, and each other, and inspires them to dream and succeed as lifelong learners.