

# **Barrett Paradise Friendly Library**

6500 Route 191, Cresco, PA 18326

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[www.barrettlibrary.org](http://www.barrettlibrary.org)

## **Part-Time Circulation Clerk/Library Assistant**

20-30 hours per week. Circulation-related duties include checking in and checking out materials, issuing library cards, and assisting library users with resources. Library Assistant duties include helping with correspondence, record keeping, and entering new materials in the software system. This position includes some evening 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.
- Assist the Director with correspondence.
- Assist the Director with mailings & record keeping for fundraising events.
- 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](mailto:brfpubli@ptd.net) with "Circ Clerk-Library Asst 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.***