

## Library Clerk

### **Nature of the job:**

Under policies established by the Common Council and the Plainfield Library Board and direction of the Library Director; administers library programs and services to meet community needs; promotes library services to all potential users; and recommends library policies, services, and facilities.

### **Job Responsibilities & Duties:**

Performs all the duties of the circulation desk such as:

- Checking items in and out, registering new patrons, renewing patron accounts, answering reference questions, placing holds, collecting fees for lost or damaged materials, etc.
- Shelving materials, reading shelves to make sure everything is in order, and weeding library materials when necessary.
- Preparing materials for pickup by system delivery van and processing deliveries of interlibrary loan materials.
- Planning, organizing, and conducting library services and programs in own area of responsibility, such as interlibrary loan; technical services; homebound services; children's service; volunteer coordination; cataloging materials; creating and maintaining displays; adult programming; youth programming; changing the outside sign and bulletin boards; or advertising and marketing.
- Assisting patrons with mechanical operations of library equipment and providing rudimentary internet instruction and guidance in searching the library's catalog; using the library's research tools; other online resources; and checking out e-materials on Overdrive, Libby, or Kanopy.
- Performing light housekeeping: taking out full trash bins and recycle bins; wiping down keyboards and counters; dusting and vacuuming; and picking up fallen scraps.

### **Supports Library Director by:**

- Monitoring young patrons of the library, preparing materials for crafts, and keeping the library and Children's room clean and tidy.
- Providing information and recommendations that can be used for materials selection.
- Promoting library programs such as 1,000 Books Before Kindergarten, Grow a Reader, and other current reading programs; as well as any virtual, passive, or in-person programming happening at the library.

- Maintaining displays, assisting with the Summer Library Program preparation and events, and distributing prizes when necessary.

### **Knowledge and Abilities:**

- Knowing the alphabet, understands decimals, and can calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator when necessary.
- Able to clearly present information to patrons and respond to questions from patrons.
- Shows courtesy toward all patrons and fellow staff members.
- Operates library equipment properly. i.e. - copier, fax machine, telephone, computers, etc.
- Demonstrates accurate typing skills in Office programs and search engines.
- Use internet search methods to find out information for patrons.
- Utilizes computer software, such as Workflows and Microsoft Office, after training, if necessary.
- Carries out duties correctly when working independently.
- Dependably works when scheduled, as arranged by director.
- Possesses good interpersonal skills with an ability to maintain and encourage cooperative and courteous working relationships with the public, peers, and the director.
- Follows privacy policy and all other library policies.

### **Working Conditions:**

- Standing for long periods of time at the circulation desk and walking around the library for shelving purposes.
- Ability to lift and carry a maximum of 50 pounds and push or pull carts weighing 50 pounds or more.
- Work also includes cutting out items for crafts; hearing little voices; speaking loudly for a myriad of children to hear; bending, twisting, crouching, reaching, and stooping; sitting on the floor and in chairs; typing and writing; and filing, sorting, and shelving books.