

CIRCULATION DEPARTMENT
1 – 24 hour per week Circulation Librarians
Galesburg Public Library
Applications must be turned in by **12/29/2018**.
Start date: 01/2/2019

General working conditions and physical requirements:

A circulation librarian cheerfully greets visitors to the library and provides outstanding customer service by answering questions, checking out materials, and helping maintain the collection. A circulation librarian must be able to lift arms above shoulder level to retrieve items from shelves and lift and balance heavy books. A circulation librarian must juggle several tasks at once, including waiting on customers and answering the telephone, and may remain in a standing position for extended periods of time. **See Circulation desk to apply.**

Qualifications:

- High school diploma or the equivalent. Bachelor's degree and library experience preferred. MLS a plus.
- Ability to alphabetize and type accurately at a moderate rate of speed.
- Able to provide friendly, high quality customer service at the circulation desk.
- Willingness and ability to listen to customers and assist them in finding what they are seeking.
- Ability to defuse an upset customer, to explain procedures, and to calmly rectify any misunderstandings while observing library standards and policies.
- Willingness to do more than the minimum; be a self-starter.
- Ability to juggle several tasks at once and to tolerate interruptions.
- Able to do basic word processing and circulation functions on the computer.
- Attention to details.
- Ability to lift 60 pounds.

Duties:

- Shelves library materials as needed.
- Puts materials in order on shelves as needed to maintain a neat and accurate appearance.
- Assists in any project as needed.
- Provides friendly, patient, helpful service to the public at the circulation desk and on the telephone.
- Staffs the circulation desk as scheduled.
- Performs tasks with speed, accuracy and efficiency such as charging and discharging materials, processing overdues and reserves, registering customers, handling incoming telephone calls, and monitoring use of the public access computer.
- Directs and oversees student pages when Circulation Supervisor is absent.
- Greets visitors to the library.
- Responsible for department in the temporary absence of the Circulation Supervisor.
- Refers requests for information and further assistance to the reference desk.
- Follows procedure for receiving compensation for overdue, damaged or lost library items.
- Prepares materials to promote use of library.
- Monitors lobby area, restrooms and young adult area to assure safe and pleasant environment.
- Receives and responds to general information requests by telephone or in writing.
- Empties the bookdrop as needed and directed.
- Locks and secures the circulation department and main entrances at closing when supervisor is absent.
- Provides staff assistance in other departments as needed or scheduled.
- Assists in provision of homebound services.
- Performs other tasks as assigned by the Circulation Supervisor or Director.

Compensation:

- Part-time position of 24 hours per week, including evenings and weekends
- Pro-rated vacation & sick leave & IMRF.

Supervisor:

Circulation Supervisor

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Posted: 12/04/2018