

Library Circulation Assistant

Harvard Diggins Library

The Harvard Diggins Library has an opening for a Library Circulation Assistant. Applications are now being accepted and are available at the Circulation Desk. Position responsibilities are outlined below. For additional information, contact Karen Sutura, Library Director, at 815-943-4671 or by email to posnhdpl@harvard-diggins.org.

Library Assistant/Circulation Objectives

Performs a variety of circulation tasks related to the operation of the library.

Hours

Ten (10) hours per week, including evenings and Saturdays.

Reporting Relationships

Reports to the Library Director

Library Assistant/Circulation Duties

Duties may include the following:

- Circulates, reserves, renews, distributes and maintains all library materials.
- Empties book drop.
- Returns materials to appropriate place on library shelves.
- Registers new library card holders and collects fines and fees for overdue and damaged items.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Responds to telephone inquiries about library programs and services.
- Mends and processes library materials as needed.
- Performs other library tasks as assigned.

Desired Knowledge, Skills and Abilities

High school diploma or GED. Bilingual in English and Spanish is preferred. Experience with Microsoft Office products, internet proficiency comfortable with technology. Ability to communicate effectively and courteously with all ages.