

Library Assistant/Circulation

Harvard Diggins Library

The Harvard Diggins Library has an opening for a Library Assistant/Circulation. 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

Eighteen (18) hours per week, including days, evenings, and Saturdays. Salary is \$15 per hour.

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 holder 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 required; some college preferred. Bilingual in English and Spanish is preferred. Experience with Microsoft Office products, social media, and mobile devices. Ability to communicate effectively and courteously; ability and desire to serve the public of all ages; and ability to work as a team member