

SBBDL Circulation Clerk Job Description

The Suttons Bay Bingham District Library is hiring a part-time Circulation Clerk. The main job responsibilities are in providing excellent circulation services to all library patrons. We are looking for an applicant with excellent customer service skills, excellent attention to detail, great communication skills and the ability to maintain workplace confidentiality. As well as working well with the public, the applicant must maintain positive working relationships with library staff and volunteers.

Main job responsibilities include:

- Providing basic circulation services
- Working with patron accounts
- Finding requested items
- Working with reserved items
- Working with overdues items
- Monitoring the circulation@sbbdl.org email account
- Maintaining library shelves
- Ability to use and demonstrate digital collection
- Assisting patrons using desktop computers with basic tasks
- Assisting patrons in accessing library's wi-fi
- Assisting patrons using copy machine to make copies or send images
- Collecting fees, fines & donations
- Coordinating MeL interlibrary loan service
- Monitoring MeL interlibrary loan reports
- Monitoring overdue reports
- Processing of new library materials
- Basic library maintenance
- Opening and closing the library building

The position is 12 to 16 hours per week. Typical shifts are 10am-2pm weekdays and two Saturdays per month. The rate of pay is \$13.00 per hour. To apply, please submit a cover letter, resume and two references by email to director@sbbdl.org