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Job Opening

Title: Support Services Library Clerk (Circulation)

Hours: Part Time Regular

Not to exceed 17.5 hours per week

$18.50 per hour

Do you have a passion for customer service, organization and helping others? Well, then look no further than your local community library in the heart of beautiful Babylon Village!

We have an opening for part-time regular library clerk in our support services (circulation) department. You’ll help the administration and librarians by:

Covering the Circulation Desk - checking out materials, checking in returned materials, collecting fees, and explaining rules to library patrons about item circulation and program registration.

Processing patron registrations and preparing library cards.

Calling patrons to pick up materials that have been reserved for them. Answering telephone calls and providing information or transferring the call.

Performing routine duties including program registration, attendance, follow-up phone calls to remind patrons of programs and program cancellation.

General clerical work and compilation of usage statistics.

Using photocopier and other related office machines and assisting patrons with the same.

Filing and organizing of library materials.

Receiving, processing, and data entering materials in computer cataloging system. Unpacking, checking in, labeling and data entering details of all library materials as per directions given by Library Director or their designee.

At the direction of Library Director or their designee discarding, deleting old or damaged materials from the collection, and running data reports as requested.

Performing other related tasks as assigned by the Library Director or their designee.

We are specifically in need of someone able to commit to a schedule of Wednesdays from 9 AM – 1 PM, and Thursdays, and Fridays from 1 PM – 5 PM. However, flexibility of shifts and weekend rotation is expected.

If you think you’d have fun with us and are interested in joining our team, please respond to [ksonnessa@babylonlibrary.org](mailto:ksonnessa@babylonlibrary.org) with your resume, and a list of three professional references.

Or you can pop into the library and fill out an employment application form at the circulation desk during our regular hours. We will review the application and give you a call for an interview, if we can do so.

We are located at 24 South Carll Avenue, Babylon, NY 11702. We look forward to meeting you!