

## BETHALTO PUBLIC LIBRARY DISTRICT - JOB DESCRIPTION

---

Position: Clerk

Supervisors: Assistant Director

Hours per week: 16 to 24

Ages: college, adult

General Description: A Clerk is responsible for assisting patrons with circulation transactions in person and by phone and email, being knowledgeable about all library services, keeping the library neat and tidy, maintaining a welcoming attitude towards all library staff and patrons, and performing other tasks as assigned.

Duties for this position include, but are not limited to, the following:

- Assisting all patrons in person, by phone and email
- Performing all circulation transactions using Polaris automation system, including:
  - Checking in, checking out, placing holds and paying fines
  - Registering and renewing patron cards
  - Processing paging lists and courier deliveries
  - Handling overdue and billed patron accounts
- Being knowledgeable about all library services, including:
  - Library policies
  - Polaris online catalog
  - Databases (content, accessing, searching, printing)
  - Events/Programs (date, time, appropriate ages to attend, content)
  - Fundraisers (date, time, appropriate ages to attend, content, use for funds raised)
  - Illinois Heartland Library System, SHARE, and courier delivery service
- Assisting all patrons with copying, scanning and faxing equipment
- Assisting all patrons with patron computer lab software, hardware and printing
- Assisting all patrons with donations to the library
- Adding new magazines to the collection
- Covering new books
- Emptying outdoor book drops
- Straightening library shelves
- Shelving library items
- Shelf reading to put materials in order
- Cleaning duties, including:
  - Straightening the front lobby in the mornings
  - Cleaning all circulation desktops, phones, bookshelves, keyboards, mice, towers, and monitors
  - Cleaning all patron computer keyboards, mice, towers and monitors
  - Cleaning door handles
  - Cleaning patron tabletops, countertops, and furniture
  - Other general cleaning as needed (dusting, mopping, etc.)

- Assisting during library events/programs
- Attending staff meetings
- Maintaining a welcoming attitude, including:
  - Greeting patrons
  - Treating patrons with respect
  - Having a friendly attitude towards all patrons
  - Being alert
  - Being interested in helping patrons
  - Providing information to patrons

Skills required:

- Ability to communicate verbally and in writing with other library staff and with the public
- Ability to follow verbal and written instructions
- Ability to file library materials alphabetically and numerically
- Physical ability to push and pull loaded book carts
- Physical ability to bend, stretch, kneel, and climb on and balance on a kick stool
- Physical ability to lift 25 lbs.
- Ability to work without direct supervision

Other requirements:

- Must be available to work evenings and weekends, as required
- Must be willing to work with others and be cooperative with all library staff
- Must be willing to carry out additional duties not already listed above