**FOUR STAR PUBLIC LIBRARY DISTRICT**

**132 W. South Street, Mendon, IL 62351**

**Job Description**

**Job Title:** Library Clerk

**Hours**: 8-12 hours/week

**Reports to**: FSPLD Director

**Job Summary**: The Library Clerk is responsible for day-to-day circulation, opening and closing the library, and shelving books and materials as well as keeping the collection in good order.

**Duties:**

* Be responsible for opening and closing the library
* Provide day-to-day circulation desk coverage
* Follow daily library procedures
* Answer library telephone communications and take messages
* Call patrons about interlibrary loan and holds materials that are ready for picking up
* Become familiar with Emergency and Disaster plan and procedures
* Check materials in and out for patrons
* Assist patrons as requested
* Maintain computer and library usage logs and filing
* Shelve books and maintain collection in good order
* Collect monies for fees and book sales
* Assist with programs and special events, as needed
* Be trained to process new materials
* Be trained to remove materials from the collection after weeding
* Be trained to process requests for interlibrary loan throughout Workflows database
* Be able to provide patrons a reader’s advisory and reference service or direct them to resources that can assist them
* Assist patrons with basic computer skills such as email set up, web searching, Microsoft Office applications, and digital library resources
* Other duties as assigned by the Library Director

**Job Specifications:**

* High School or GED preferred, experience or strong interest in library work
* Professionalism in appearance, patron confidentiality and conduct
* Physically able to bend and lift and move small stacks of books (up to 20 lbs.)

**Skills**:

* Good organizational skills and able to work independently, as needed
* Good oral communication skills and willingness to approach patrons to give assistance
* Good computer skills: email, Microsoft Office applications, web searching, and willingness to learn new technology trends

**Benefits**:

In compliance with Illinois Law 820 ILCS 192/1, all employees will receive Paid Time Off after 90 days of employment. See the Four Star Public Library’s Personnel Policy Manual.