

Loxley Public Library
Library Clerk Job Description

Job Title: Library Clerk

Job Location: Loxley Public Library, 1001 E. Loxley Avenue, Loxley, AL 36551

Job Type: Part-time (20 hours per week during regular business hours and Saturdays)

Job Summary: The Library Clerk provides a wide variety of basic public, technical, and clerical services including information and reference services, reader's advisory, circulation services, and assists with library programming.

Responsibilities and Duties:

- Greet and assist library users in the circulation area employing effective customer service skills.
- Perform general circulation routines: check-in, check-out, place holds, renew materials, issue new library cards, collect fines and fees, and process courier items.
- Inform library users of library conduct and borrowing policies, enforcing them when appropriate.
- Respect the confidentiality of library users and records.
- Assist library users with locating library materials, including readers' advisory, new materials requests, and use of public access computers and patron devices.
- Provide copying, faxing, and scanning and emailing services for patrons.
- Shelf various library materials accurately according to library classification systems (alphabetic, numeric, and alphanumeric).
- Assist at library events and programs as needed.
- Attend staff meetings and other meetings as needed.
- Perform general cleaning tasks.
- Other responsibilities and duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of operation of standard office equipment: computer, internet, printer/copier, scanner, fax, telephone.
- Possess excellent customer service skills.
- Possess good research skills.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to use alphanumeric order.

Physical/Environmental Demands:

- Ability to stand for long periods of time.
- Ability to file library materials on shelves ranging from 1 to 7 feet from the floor.
- Ability to move and/or lift materials up to 40 pounds and push and pull.
- Regular inside and occasional outside work environment.
- Reasonable accommodations may be made to enable all qualified individuals to perform these duties.

Qualifications:

- Age 18+.
- Valid driver's license and dependable transportation.
- Work a flexible schedule during regular business hours and Saturdays.
- Passion for learning and reading.
- Willing to go above and beyond for patrons.