



Circulation Clerk

Purpose of position: To provide circulation services at the library.

Schedule: As scheduled.

Soft skills

- Provide excellent customer service to all library patrons
- Ability to maintain workplace and patron confidentiality
- Very good attention to detail
- Very good communication skills
- Maintain positive working relationships with library staff & volunteers

Hard skills

- Provide basic circulation services
- Work with patron accounts
- Find requested items
- Work with reserved items
- Work with overdue items
- Monitor circulation@leelanautownshiplibrary.org email account
- Maintain library shelves
- Curate library displays
- Assist patron with use of digital collection
- Assist patrons using desktop computers
- Assist patrons in accessing library's wi-fi
- Assist patrons using copy machine to make copies or send images
- Assist patrons with fax machine
- Collect printing and copying fees
- Basic library maintenance
- Open and close library building