



## **Part-time Assistant Librarian, Newmarket Public Library, Newmarket, N.H.**

### Job Description

#### General Summary

The Circulation Desk Assistant gives friendly service to patrons of all ages and walks of life. The person filling this position possesses sound judgement, tact and courtesy and can communicate effectively with patrons and staff. This position performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the library. This person should present a positive image of the “personality of the library” – making all people feel welcome and accepted at the library.

#### Duties and Responsibilities

Provides service at the circulation desk including:

- prepares library for opening and closing
- coverage of circulation duties: check-in/out, reserves, holds, requests, new patron records
- shelving of materials
- processes Interlibrary Loan and maintains procedures
- answers the phone
- greets and directs patrons to various locations or locates materials
- provides readers’ advisory service
- assists patrons with computer usage and other library equipment
- uses library online catalog to provide information to the public
- instructs patrons on catalog usage and general library usage
- receives and resolves complaints or refers public to the director
- processes overdue notices
- collects and records fines and fees
- office equipment maintenance
- repairs DVDs
- orders office/library book supplies
- solves issues/problems in the automation system in conjunction with TLC

Works in library technical service area and provides services including:

- searches bibliographic utility as a source for MARC records
- exports and inputs MARC records into local system
- copy cataloging to include updating holdings information
- processes books and materials

### Organizational Relationship

This position reports directly to the Library Director. This position cooperates with other staff members to meet the needs of the public, community, and the library.

### Education/Experience Requirements

College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be able to work evenings and Saturdays.

Other requirements include the ability to work independently and with other staff, the public and volunteers. Library experience is desirable.

### Hours and Compensation

- 10 hours/week
- Must be able to work evenings and Saturdays
- \$14 - \$16 per hour commensurate with experience.

To apply, please email your cover letter and resume to [kcronin@newmarketlibrary.org](mailto:kcronin@newmarketlibrary.org). Applications will be accepted until the position is filled, but no later than September 24, 2021. The Newmarket Public Library is an equal opportunity employer.