

WALKERTON-LINCOLN TOWNSHIP PUBLIC LIBRARY

General Job Responsibilities and Descriptions

General Duties:

In addition to any assigned responsibilities employees of the Walkerton-Lincoln Township Public Library will share in the completion of the following duties. Completion of these duties will be determined by the department or station one is assigned to at a given time. It is understood that staff members will share in fulfilling the functions of the circulations desks at assigned times or when needed. Cross-training may be required to insure the best possible service to the patrons.

All employees are responsible for maintaining the neatness and orderliness of the library. All positions require dependability, punctuality, good attendance and work habits. All positions may include week-ends, evenings, and/or emergency fill-in work. All employees must work cooperatively with others. All employees must work courteously and tactfully with patrons using effective communication skills.

Circulation Desks, Department Heads, all employees (full-time or part-time)

- Check materials in and out
- Handle renewals
- Clean materials
- Empty book drop
- Operate copy machine, cash register, circulation computers and accessories
- Assist patrons in the use of library OPAC
- Collect money
- Contact reserves/overdues
- Assist patrons in locating materials on shelves and in electronic catalogs
- Assist in collection development
- Place items on reserve
- Take requests of I.L.L. and purchase request
- Assist patrons with new cards
- Input and update patron records
- Answer telephone
- Issue overdue notices
- Shelf all materials
- Assist department heads with any needed tasks
- Assist patrons courteously at all times
- Have respect for all patrons and co-workers
- Develop, execute, and evaluate programming
- Supervise public areas of the library
- Design, write and produce all notices, flyers, and publicity of departments to schools, and local newspaper
- Other duties as needed or assigned

This job requires a variety of sitting, standing, walking, climbing and stooping. Some light lifting and carrying may be required.

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Library Clerk (full-time or part-time)

Under immediate supervision of Director

- Assist in all departments as needed
- Assist in completion of special projects
- Assist in maintaining the library collection by shelf-reading, shifting collection, dusting shelves and materials as needed, and general shelving of materials throughout the building.
- Assist with library programs and displays
- Other duties as needed or assigned.

This job requires a variety of sitting, standing, walking, climbing and stooping. Some light lifting and carrying may be required.

Youth Departments

Under immediate supervision of Director

- Plan, promote and execute reading and craft activities for youth. (contests, reading programs, etc.)
- Evaluate and supervise a variety of youth programs
- Select materials for youth department
- Analyze materials and purchase/weed materials as needed
- Work with volunteers
- Supervise public areas of the library
- Plan and promote literacy
- Provide statistics from programming events
- Conduct class visits
- Design, write and produce all notices, flyers, and publicity of departments to schools, and local newspaper.
- Other duties as assigned

This job requires a variety of sitting, standing, walking, climbing and stooping. Some light lifting and carrying may be required.