

Town of Oxford	Dept: Library High School Page	Date: 05/30/18
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Duties

Under the direction of the Library Director and/or the Children’s Librarian, with specific responsibility to the Full-time Circulation Clerks: assisting library patrons at the Adult or Children’s Room circulation desk. Check in and check out all library materials, books, magazines, videos, CD’s, etc., collect fines, sign up new patrons and keep the patron file up to date, issue new library cards, renew library cards, re-shelve library materials and keep the collection in proper order . Help patrons locate materials. Assist in answering reference questions. Receive phone calls and answer questions over the phone. Perform other duties as required.

Basic Knowledge

Equivalent to high school education.

Experience:

Will train.

Physical Requirements:

Constant light to moderate physical effort required in performing duties. Constantly required to carry and handle books of all sizes; in small piles and singly, place books on shelves of varying heights (frequently bending, kneeling, squatting or reaching to do so). Climb stairs.

Job Environment

Work is performed in typical library environment, which can be very hectic at times. Errors could result in delay of patron satisfaction and confusion of library materials record keeping.

Independent Action

Works under general supervision of the Library Director or Children’s Librarian with specific responsibility to the Full-time Circulation Clerks.

Supervisory Responsibility

None