

<b>Town of Oxford</b>	<b>Dept: Library Part – Time Children’s Circulation Clerk</b>	<b>Date: 10/25/17</b>
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**Duties:**

This position is under the direction of the Library Director, Children’s Librarian and/or Assistant Library Director. The clerk will assist library patrons at the circulation desk with check in and check out all library materials, books, magazines, videos, CD’s, 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.

**Education:**

Equivalent to high school education.

**Experience:**

Will train, some library experience is preferred, especially with the ILS Evergreen software.

**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). Some typing required.

**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 the general supervision of Library Director, with specific responsibility to the Children’s Librarian.

**Supervisory Responsibility:**

Will oversee high school page when Children’s Librarian or Director is not present.