

Title: **Circulation Assistant**

Date revised: 08/05/2021

Location: **Washington County Public Library**

Starting Salary: \$8.25/hr.

Job Summary

Work involves responsibility for circulation desk functions using an automated circulation system, shelf maintenance, basic library statistics, and general clerical functions. Duties include greeting and directing library patrons, charging books in and out, shelving library materials, shelf reading, compiling library statistics, preparing books for repairs, updating book lists, data inputting, and telephone answering. This position is also invested with making routine library clerical decisions. This is routine clerical work in a library involving basic support services and services to patrons. Reports to the Library Director.

Qualifications

- High school diploma or equivalent. Will consider a dependable high school student.
- Two years experience working in customer service, preferably in a library. Any equivalent combination of education and experience satisfying the above.

Hours

20 hours per week; nights and Saturdays.

Specific Duties

- Checks in returned books and materials.
- Sorts, alphabetizes, shelves, files, and retrieves library materials.
- Registers new users through computer system; issues and renews cards.
- Updates patron records regarding Internet, expiration dates, fines, etc.
- Calls patrons regarding requested materials.
- Checks out, discharges, and renews in person and over the telephone all library materials.
- Maintains order and neatness in the collection.
- Alphabetizes, files, and performs clerical tasks with neatness and precision.
- Answers directional and basic reference questions.
- Assists patrons in locating materials, accompanying them to the stacks when possible or appropriate.
- Answers incoming calls, handles patron requests or problems and/or directs calls to correct extensions.
- Operates office and automated equipment.
- Assists with opening and closing procedures of the library.
- Explains interlibrary loan service and takes requests.
- Provides reader advisory service and assists users with catalog.
- Maintains order at the circulation desk; neat and orderly public areas throughout the library.

- Explains library's circulation policies.
- Consistently presents Washington County Public Library and its services in a positive manner.

General Duties

- Maintains good relations with public and staff.
- Follows procedures consistently.
- Provides users with general information about library services directing them to other personnel as needed either in person or on the telephone.
- Assists patrons with library equipment and related software (i.e. copier, microfilm reader/printer, computers, Internet, etc.).
- Applies library rules and regulations.
- Works scheduled shift at the circulation desk.
- Participates in meetings as required.
- Attends in-service workshops, meetings and conferences as appropriate.
- Consistently presents Washington County Public Library and its services in a positive manner.
- Performs other duties as assigned.

This job description does not necessarily reflect all aspects of the job function.

How to apply

Please read the complete job description carefully, and submit the following:

- A completed Washington County Public Library Application for Employment;
- Current resume.

The complete application packet is available from:

- Online at <https://wcplky.org/>
- Washington County Public Library, 333 West Main Street, Springfield.
- By calling 859-336-7655 or emailing director@wcplky.org

Complete application packets should be addressed to Shaun Whiteaker, Director:

Washington County Public Library
333 West Main Street
Springfield, KY 40069
director@wcplky.org

The Washington County Public Library is an Equal Opportunity Employer.

Washington County Public Library
333 West Main Street • Springfield, KY 40069 • (859) 336-7655
<https://wcplky.org>

Application for Employment

Please type or print.

Identification

<p style="text-align: center;">Last Name Middle Name</p>	<p style="text-align: center;">First Name</p>	
<p style="text-align: center;">Street Address Zip</p>	<p style="text-align: center;">City</p>	<p style="text-align: center;">State</p>
<p style="text-align: center;">Daytime Telephone</p>	<p style="text-align: center;">Cell Phone Number</p>	<p style="text-align: center;">Email Address</p>

Have you ever been known by any other name(s) that WCPL should know to verify information in this application? If yes, please list name(s) below.

General Information

	Yes	No
Are you under the age of 18?		
Are you legally eligible for employment in the U.S.?		
Are you interested in full-time work?		
Part-time work?		
Can you work evenings and weekends?		
Do you hold a valid Kentucky driver's license?		
Have you ever been convicted of a felony or misdemeanor (other		

than speeding)?		
If yes, give date and location of conviction and describe the nature of the offense.		
Have you ever lived outside of Kentucky?		
If yes, list states and dates.		
What is the position in which you are applying?		

Education

Training	Number of Years	Name and City	Did you Graduate? (Yes/No)	Major Course of Study
High School				
Business, Correspondence, or Vocational School				
College or University				
Graduate School				
Other Courses or Special Training				
Are you currently enrolled in school? Yes No Where?				
Special Skills, Talents and Interests: (Computers, musical instruments, design, gardening, etc.)				
Other information relevant to the position you would like WCPL to know:				
Do you currently hold Kentucky State Certification of Public Librarians? Yes _____ No _____ If yes, what type of certification?				

May we contact this employer? (Yes/No)	Rate of Pay:

References
(Other than Employers and Relatives)

Name:	Occupation:	Work Phone:
		Home Phone:
Street Address:		City, State, Zip
Name:	Occupation:	Work Phone:
		Home Phone:
Street Address:		City, State, Zip
Name:	Occupation:	Work Phone:
		Home Phone:
Street Address:		City, State, Zip

Personal Response

<p>What do you see as the role of the public library in a small community such as Washington County?</p>
<p>Washington County Public Library works to maintain a friendly, helpful experience, where anyone feels comfortable asking for assistance. How do you think you will fit into this environment?</p>

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and are made in good faith. I authorize you to make such investigations and inquiries of my personal and/or employment history as may be necessary in arriving at an employment decision. I hereby release employers, schools, or person from liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations to abide by all rules and regulations of the Washington County Public Library.

Signed: _____

Date: _____

The Washington County Public Library does not discriminate on the basis of race, religion, sex, national origin, age, sexual orientation or disability in employment or the provision of services.