

Mount Carroll District Library

Children's Librarian 40 Hrs.

Job Description

To lead and perform a wide variety of customer service and library duties in a public library setting; to assist Library patrons in making effective use of the Library's resources, collections and programs.

Functions may include, but are not limited to, the following:

- Set up circulation desk for daily activities and record IPLAR daily statistics.
- Greet patrons and provide directional assistance.
- Check library books and materials in and out using a computerized on-line system.
- Explain library circulation policies and procedures to patrons, computer use, faxing and printing.
- Issue library cards.
- Contact patrons regarding overdue items, books and materials.
- Assist patrons with basic reference questions as needed.
- Receive and release materials for Inter Library Loan requests
- Operate standard office equipment and perform general clerical work.
- Catalogue and process new books, audio books, and DVD's
- Develop and conduct children's programming and assist with patron library programs.
- Perform other related duties as assigned.
- Position requires background check