

# Mount Carroll District Library

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## **Children's Librarian/Library Assistant 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; place patron holds; daily pick list; unpack, check, and sort book shipments and distribute as indicated; receive returned books and materials, sort returned materials for return to shelves or for shipment to other library locations.
  - Operate standard office equipment and perform general clerical work.
  - Catalogue and process new books, audio books, and DVD's
  - Perform other related duties as assigned.
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- Develop and conduct children's programming and assist with patron library programs.
    - Position requires background check

*Reviewed and Adopted December 8, 2021*