

EVA K. BOWLBY PUBLIC LIBRARY

CIRCULATION CLERK	JANUARY 2026
JOB CLASSIFICATION & DEPARTMENT	CIRCULATION II
SUPERVISOR	CIRCULATION MGR/DIRECTOR

POSITION SUMMARY:

This employee performs clerical tasks in providing library services to patrons

DISTINGUISHING FEATURES:

This position requires oversight of the circulation department and general upkeep of the circulation, workroom, and Young Adult areas.

GENERAL RESPONSIBILITIES:

Circulation:

- Maintains and staffs the circulation desk as scheduled.
- Telephone operations include answering phones, directing calls, and notifying patrons of holds using proper telephone etiquette.
- Processes applications for library cards and inputs patron data.
- Answer patron inquiries about circulation functions (overdues, lost, fines).
- Directs patrons to appropriate departments and presents a courteous and pleasant demeanor.
- Assist with patron copy/fax/print services.
- Using Leap for circulation duties including check in, check out, patron records, holds, requests, noting damage, and basic search functions.
- Clean books and perform minor repairs.
- Shelves materials in the Young Adult room, Circulation area (manga, DVD, new shelf) and Periodical room (periodicals, games, and newspapers).
- Check book drops at least once a day.
- Process WAGGIN holds twice a day.
- Follow opening and closing procedures according to the circulation handbook with the utmost attention to security and cash handling.

Library Aide:

- Staff Reference or Children's department if needed.
- Assists with weeding and withdrawing of materials.
- Shelves materials in the Reference or Children's department.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

- Lifting / Reaching / Stooping / Bending / Twisting / Sitting

- Walking / Climbing Stairs
- Dust / Allergens (cat dander)
- Fluorescent Lighting
- Odors

REQUIREMENTS AND QUALIFICATIONS:

A high school diploma or GED required. One year of office experience is preferred. The candidate must be able to perform basic technology skills (computers, printer, fax, Google Suite) and a willingness to learn software programs (Polaris Leap).

This job description is not limited to the specific essential functions as outlined. The employee may be required to perform duties of a similar or comparable nature and/or assist with projects as required.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____

EVA K. BOWLBY PUBLIC LIBRARY
JAN 2026 JA - EXECUTIVE DIRECTOR