

**WEST PITTSTON LIBRARY  
CIRCULATION ASSISTANT  
APPROX. 12 HRS/WEEK  
\$10/HR**

**NATURE OF WORK:**

Under the direction of the Director, this employee performs duties that maintain and enhance library services such as assisting patrons, facilitating programs and assisting in the circulation process.

**DISTINGUISHING FEATURES:**

The work involves assisting patrons with all library needs and completing the day-to-day tasks involved in the operation of the library. The goals of the service are to increase library usage, material circulation and program participation. The work requires the exercise of professional skill, initiative, and independent judgment.

**PRIMARY DUTIES:**

1. Assists patrons at the circulation desk and throughout the library.
  - a. Checks materials in and out.
  - b. Issues and renews library cards.
  - c. Answers the telephone and faxes documents.
  - d. Markets library programs to patrons.
  - e. Prints and mails overdue notices.
  - f. Collects and records fines for overdue books.
  - g. Processes and records donations, honorariums and memorials.
  - h. Processes books for interlibrary loans and holds.
  - i. Places holds on materials and notifies patron when materials are ready for pickup.
  - j. Performs reference services and provides referrals and reader advisory as needed.
  - k. Assists patrons with the operation of the library computer system, public access computers and copier.
  - l. Maintains and updates confidential patron records.
  - m. Provides access to items in Local History collection when appropriate.
  - n. Assist patrons with summer reading program information and materials.
2. Maintains the collection.
  - a. Shelves library materials frequently.
  - b. Maintains circulation desk, library space and display areas in an organized manner.
  - c. Reads shelves to maintain materials in appropriate location and order.

- d. Processes new books and periodicals including cataloging and laminating covers.
  - e. Creates plates for memorial and honor books.
  - f. Monitors the condition of library materials for needed repairs or replacement.
  - g. Removes pre-determined materials from system.
  - h. Processes donated materials.
3. Performs duties to open and close library, including some light cleaning.
  4. Supports, promotes and implements library policies and procedures.
  5. Attends Luzerne County Library System meetings as needed for training.
  6. Assists Director and Board Members with fund-raising initiatives.
  7. Assists with special projects assigned by the Library Director.

**ADDITIONAL INFORMATION:**

The ideal candidate will have knowledge of libraries, have basic computer skills, excellent oral and written communication skills, the ability to prioritize tasks, and the physical strength to handle boxes of books. This person must be able to perform assigned duties accurately and in a timely fashion, work independently, and maintain a professional and service-oriented attitude. Night and weekend availability required.

**TO APPLY:**

Resumes will be accepted at the Circulation Desk or emailed to [wplibrary@luzernelibraries.org](mailto:wplibrary@luzernelibraries.org) until 10/21.