



The Lansdowne Public Library

## **CIRCULATION Assistant Job Description**

Part Time - **\$15 per hour**, no benefits / Approximately 15 hours per week including some evening hours, plus 7 hours every 5<sup>th</sup> Saturday.

The Circulation Assistant works under the supervision of the Head of Circulation and Cataloging and is responsible for checking library materials in and out, entering patron information in the database, processing patron holds, assisting the public with locating materials in the library and with reference and technology-related questions. This individual must have computer knowledge and experience, excellent customer service skills, the ability to function as part of the library staff team, and be able to interact with the public in a professional and courteous manner at all times.

### **Duties and Responsibilities include:**

- Provide excellent customer service to all patrons as well as staff at this and other libraries in DCLS
- Become proficient in the use of DCLS' circulation system and online public access catalog
- Check library materials in and out
- Enter and maintain patron registration records
- Process patron holds
- Maintain shelf order including shelving books and shelf reading throughout the library
- Assist patrons in choosing reading material or in locating information
- Assist patrons with basic questions related to computer use, library programs, etc.
- Assist patrons with computer appointments and printing, faxing and copying services
- Assist with reference, processing, and interlibrary loan services when necessary
- Help maintain the security of library resources
- Process daily van delivery items
- Notify patrons within 24 hours of item availability
- Answer telephones in a timely and professional manner
- Help maintain neatness and appearance of the entire library. This could require light cleaning and tidying
- Be aware of patrons/activities in the library, including the ebb and flow of patrons needing assistance
- Be aware of the workload balance and display courtesy and respect for co-workers in this regard to ensure that one or two people aren't doing all the more challenging tasks
- Ensure the front/circulation desk is never left unattended
- Attend regular trainings, workshops and staff meetings/in-services as assigned
- Maintain a professional appearance, including appropriate attire and grooming
- Perform other duties as assigned by the Head of Circulation and/or the Library Director

### **Requirements, Knowledge & Abilities:**

- High School Diploma or equivalent
- Ability to understand and follow instructions and communicate effectively
- Previous library experience preferred
- Enthusiasm for providing excellent customer service
- Ability to work well with staff and patrons of all ages
- Ability to exercise mature, independent judgement and be self-motivated
- Excellent organizational and time-management skills
- Capable with computers and technology
- Must be adaptable to changing work hours and willing to work evenings and weekends
- The Circulation Assistants at the Lansdowne Public Library also are assigned tasks that involve ILL, processing, cataloging and where proficiencies are shown or develop in other areas, may have duties assigned that utilize demonstrated abilities and talents that enhance how the library can better serve patrons
- Hiring and continued employment are contingent on satisfactory passage of PA Criminal History and Child Abuse Clearances (and for those having lived outside of Pennsylvania in the last 10 years, an FBI background check)
- Our screening process includes professional references and checks

### **Physical Demands:**

- Moderate physical effort is required to perform duties under typical work conditions

**Compensation:** \$15/hr, no benefits

**To apply, please send a resume, cover letter, and 2 professional references to [lansdowne@delcolibraries.org](mailto:lansdowne@delcolibraries.org), by August 16, 2025. Please, no phone calls.**