Library Clerk Job Description-28 hours per week
The Keeler Library is seeking a Library Clerk in the Youth Services Department for a 28-hour position

Duties:
- Assist patrons with locating and checking out library materials
- Provide excellent customer service by answering questions and providing information about library resources and services
- Maintain the organization of library materials by shelving books, DVDs, and other items in their proper locations
- Process new library materials by cataloging, labeling, and preparing them for circulation
- Assist with collection development by evaluating and recommending new materials for purchase
- Conduct data entry and maintain accurate records of library transactions
- Assist with library programs and events, including setup, promotion, and cleanup
- Perform routine maintenance tasks such as cleaning and organizing shelves

Requirements:
- Proficiency in using an integrated library system (ILS) for circulation, cataloging, and searching
- Strong customer service skills with the ability to communicate effectively with patrons of all ages
- Familiarity with databases and online resources commonly used in libraries
- Excellent data collection and entry skills with a high level of accuracy and attention to detail
- Knowledge of cataloging principles and practices for organizing library materials
- Ability to file materials accurately using alphabetical or numerical systems
- Strong organizational skills to manage multiple tasks and prioritize work effectively
- Comfortable working with computerized systems and technology commonly used in libraries

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the organization's ongoing needs. Please submit your application along with your resume for consideration.

Working Conditions:
Position requires sitting at a desk for prolonged periods and engaging in repetitive movements of the hands, wrists and fingers. The position may also require the ability to handle and lift packages weighing up to 25 pounds and the ability to push book carts.

Salary: $18.00 - $20.00 per hour

To Apply:
Interested applicants should send a cover letter and resume to director@keelerlibrary.org
Applications will be accepted until the position is filled. Please, no phone calls.

The Ruth Keeler Memorial is an equal opportunity employer.