

Lansdale Public Library
301 Vine Street
Lansdale, PA 19446
www.lansdalelibrary.org

Position Posting
CIRCULATION CLERK (PART-TIME)

Overview of Lansdale Public Library

Lansdale Public Library serves the residents of the Borough of Lansdale. The Library is supported by dedicated funding from Lansdale Borough and through memberships fees, donations, and fundraising activities. Founded in 1928, the Lansdale Public Library was a single room in the borough building and had a \$1 membership fee. In 1958, a new building was built at Vine Street and Montgomery Avenue. In 1972, The LPL moved into its present location, 301 Vine Street. The library was renovated again in 1997 to add space for a children's and teens' section.

Summary

Under the supervision of the Director or Manager, the Circulation Clerk will assist patrons of all ages, check in and out items, process new accounts, troubleshoot account issues, shelve, and answer questions about our many resources and collections. Circulation Clerks typically work a set schedule of 12-28 hours per week, including evenings and Saturdays.

Essential Duties

- Greets and interacts with library users warmly
- Accomplishes circulation desk tasks such as checking materials in and out, creating new library accounts, and handling book requests
- Receives money for fines, lost books, rentals, and membership renewals, and balances cash drawer and close out
- Communicates effectively and in a friendly manner with library users via phone, email, and in person interactions
- Collects and check in books from library returns box
- Assists library users with fax machine, copy machine, or other technology
- Physical Duties:
 - Must be able to remain stationary for extended periods as needed
 - Must be able to move around the library as needed
 - Must be physically able to use a computer
 - Must be able to move books and objects of similar weight
 - Must be able to remove books from high and low shelves, which may require reaching or stooping

Other Duties

- May assist users with computers

- May supervise, schedule, or train volunteers
- May process books, periodicals, or other materials to ready them for public use
- May plan, promote, and execute library programs, as needed
- May update new books blog and library social media, create and publicize flyers and newsletters, or other marketing tasks as needed
- May create thank you notifications for donors
- May run circulation reports and compile statistics
- May update library events calendar or manage room reservations
- Other duties as assigned

Required Attributes

- Strong customer service orientation
- Strong oral and written communication skills
- Able to work evenings and/or Saturdays, as needed
- Adaptable to an ever-changing environment

Desired Attributes

- Experience in customer service work environments
- Able to work independently with minimal supervision
- Strong organizational skills
- Strong technology skills including existing familiarity with or ability to learn TLC LibrarySolution, Microsoft suite, principles of internet searching, printing and copying, and other skills common to public library service
- Teamwork-oriented

Compensation

The starting rate for this position is \$10 per hour, or commensurate with experience.

To Apply

Please email a resume and cover letter to director@lansdalelibrary.org. This position is open until filled, but priority will be given to applications received by Wednesday, February 21, 2024.