Salem Free Public Library

Assistant Librarian
Job Description

GENERAL STATEMENT OF DUTIES:

- Process incoming and outgoing circulation items for patrons
- Monitor the use of computer equipment for mishandling or inappropriate behavior
- Process interlibrary loans promptly and accurately
- Collect and record fines, fees, or fax monies and place in petty cash box
- Quick catalog and process library materials such as stamping, applying stickers and barcodes, covering, boxing, etc., according to library practices under the direction of the Technical Manager
- Identify and mend damaged items or set aside for other staff members to mend
- Process new patron registrations
- Answer reference and computer questions when able, referring to the Head Librarian when unable to help the patron
- Send faxes as requested by patrons
- Offer any assistance needed for handicapped access to materials
- Work with staff and volunteers to shelve, shelf read and shift library stacks
- Straighten magazines, displays, furniture and collections as needed
- Assist in doing book displays and bulletin board displays
- Plans, organizes and/or conducts special programs under the direction of the Head Librarian
- Work under the supervision of the Head Librarian and complete delegated tasks efficiently
- Inform patrons of any policy changes, applicable restrictions of equipment, or upcoming programs and events
- Inform Head Librarian of inventory needs or building maintenance concerns and all other library-related concerns
- Pass along purchase recommendations
- Retrieve mail from post box and set aside for Head Librarian
- Work with associates in a courteous manner
- Keep aisles and floor uncluttered
- Note any burnt out lights or malfunctioning equipment
- Refill copier paper or toner
- Keep work areas tidy
- Keep sharp or dangerous tools and solvents away from patrons
- Performs other duties as assigned by Head Librarian

QUALIFICATIONS :
- High school graduate
- Library work experience preferred
- Excellent customer service and communication skills
- Strong computer skills