

**White Lake Community Library
Position Description
Substitute Circulation Clerk
2015**

Summary

Assists in public service responsibilities and other library tasks. Work performed is under the direction of the assistant director.

Responsibilities and Essential Duties

An employee in this position may be called upon to do any or all of the following:

1. Assist patrons at the circulation desk with holds, circulation of materials, and other work as required.
2. Assist internet users.
3. Assist patrons in making effective use of library facilities, including locating materials.
4. Use good telephone etiquette when making and receiving library calls.
5. Assist with opening and closing procedures.
6. Assist with the maintenance of the collection, including the shelving of materials, shelf reading.
7. Assist in maintaining the neat appearance of the public and staff areas.
8. Perform other tasks as assigned, such as senior book services and book mending.
9. Assist during book sales.

Weekly Number of Hours for this Position

An employee in this position will not be guaranteed any hours, but will be called to fill in for other staff as circumstances require. Hours may include weekdays or evenings.

Benefits

An employee in this position does not receive paid vacation or sick time benefits.