

# CIDL

CLARKSTON INDEPENDENCE  
DISTRICT LIBRARY

Innovate. Enrich. Educate.

t 248.625.2212

f 248.625.8852

6495 Clarkston Road  
Clarkston, MI 48346

## Part-time Circulation Clerk

**Hours:** 4–27.5 per week

**Salary:** \$13.00–\$17.00 per hour depending on qualifications and experience

### Primary job duties:

Duties include, but are not limited to:

- Greet and direct library patrons
- Understand and follow library policies and procedures
- Assist patrons with circulation needs in person and over the phone
- Check out, discharge and renew library materials
- Register patrons for library cards, issue and renew cards
- Update patron accounts regarding expiration dates, fines etc.
- Collect fines and fees and operate cash register
- Answer patron questions and solve problems regarding circulation of library materials
- Assist patrons with copier and coin operated fee collection
- Empty book drop
- Check in library materials
- Sort materials onto carts
- Handle interlibrary loan and hold materials
- Maintain discretion in accordance with Michigan's Library Privacy Act
- Assist with opening/closing procedures

### Qualifications:

- Professional and enthusiastic attitude towards providing public library service to patrons
- Ability to use computer work station
- Strong oral communication skills
- Ability to establish and maintain effective working relationships
- Ability to count money and make change
- Good alphabetical and numerical filing skills
- Knowledge of Dewey Decimal System
- Able to stand for extended periods of time
- Able to push loaded book carts
- Able to bend, stoop and lift
- Must be detail-oriented
- Knowledge of Integrated Library Systems, Polaris preferred
- Flexibility to work varied hours

**Reports to:** Head of Circulation