

PART-TIME LIBRARY ASSISTANT

The South River Library is seeking a PT Library Assistant for weekend coverage. Shifts include Saturday and Sunday from 10AM-3PM. Fill-in time may also be available resulting from scheduled and unscheduled absences of other Library Assistants.

- Applicants should be comfortable working with computers and have good keyboarding skills, as the Library is an electronic environment, and much of the work is accomplished using a variety of software programs.
- Part of this position will be to perform Circulation duties within our Library Circulation software (SIRS!), assist patrons with basic computing, and communicate with staff via an email account and other electronic tools.
- Applicants must enjoy working with the public and have a customer service orientation.
- Library Assistants will work a set schedule, but it would be helpful if the successful candidate were flexible enough to pick up hours that result from absences of other Library Assistants.

Basic responsibilities include:

- Registering patrons for library cards; assisting patrons to navigate their records, assisting patrons in the payment of their fines.
- Teaching the patrons how to use iBistro, our online catalog.
- Teaching the patrons how to perform basic tasks in our electronic resources.
- Checking materials in and out at the Circulation Desk and re-shelving materials; assisting patrons to place holds/reserves/renewals.
- Processing ILL transactions.
- Supporting public access computer use by assisting patrons with our SAM system, performing tasks such as loading printer paper and ink cartridges, and simple troubleshooting.
- Assisting patrons with computer activities, such as basic level word-processing, email tasks, and search activities.
- Assisting patrons with basic reference questions and Readers Advisory.
- Answering the phone and directing phone calls; taking phone messages.
- Keeping relevant statistics for Circulation activities.
- Other duties as assigned.