

Library Circulation Clerk

Patterson Library, Westfield, NY

Patterson Library is a member of the Chautauqua-Cattaraugus Library System and located in Westfield, NY. Built in 1907 to serve the people of Westfield, NY, the Patterson Library is an historic jewel of the region. The library contains natural history collections, paintings, and fine architecture. A member of the Chautauqua Cattaraugus Library System, the library has free wi-fi, public access computers, and a fax machine & copier. With an award-winning Children's Room and renowned Octagon Art Gallery, there's something for everyone. Visit www.pattersonlib.org for more details.

Mission of the Patterson Library - The mission of the Patterson Library is to advance the quality of life in the community of Westfield by providing unrestricted access to information and by offering materials geared to user wants and needs. The library provides collections, services, and programs that support the development of an individual's full potential and assists users of all ages in the pursuit of knowledge. Patterson Library is committed to maintaining the historical integrity and beauty of the building while adapting it to evolving needs.

Circulation Clerk Position:

The Circulation Clerk plays an important role in achieving this mission. The Clerk's work station is primarily at the central Circulation Desk, which is the major entry point into the Patterson Library. The Clerk often serves as the first Library staff member encountered by patrons and as a result, greeting visitors/patrons is one their responsibilities. The Clerk reports to and is supervised by the Library Director and may also receive tasks from the Administrative Librarian. This position requires evening and part-time Saturday shifts. The Library's team of staff members is cross-trained so as to assist in relieving each other throughout the Library.

Duties Include:

1. Assists Library patrons in applying for Library memberships and processing those membership applications, in using the copier and fax machines, in responding to requests for information and assistance (and may refer inquiries to a professional librarian), and in reserving, charging, and discharging library books, materials, and equipment.
2. Responds to general information requests made by telephone or in writing.
3. Maintains Library patron records and patron billing and charges. Enters and retrieves member and circulation information in a computerized circulation system and prepares accurate statistical reports as needed.
4. Inspects and repairs books, materials, and equipment for minor damage, and then sorts and shelves those items. Follows routines in receiving compensation for damaged or lost library items.
5. Supervises and regularly sanitizes patron and staff areas computer stations and assists with basic patron questions. Monitors patrons in the reading rooms and areas in accordance with the Patron Code of Conduct.

6. Maintains community announcement board and maintains supplies of pamphlets and brochures for patrons.
7. Other special duties may be assigned depending on skills and interest: programming, basic reference, ordering of materials, serials maintenance, seasonal decorating, social media content, assistance with Library fundraising events, supervising volunteers, etc.

Qualifications/Profile:

1. The skills and knowledge required would generally be acquired with a high school education. Experience in a library or educational setting preferred but not required.
2. Candidates should be able to interpret a variety of instructions – whether written or oral and to acquire a working knowledge of regulations and Library procedures. Candidate should be able to apply those principles of the Library technical system to solve practical problems and to respond to routine information requests.
3. Candidates should be able to do mathematics (add, subtract, multiply and divide), to type accurately, to acquire the skills needed to operate data and word processing equipment, and to maintain accurate files and records.

Hours/Compensation/Benefits:

This is a 40 hour per week position with benefits including: health and vision insurance, retirement benefits, sick time, 12 paid holidays, and starting vacation time of 2 weeks.

Starting Wage \$16.50/hour

To Apply:

Please email resumé and cover letter to Megan Hegna director@pattersonlib.org. Anticipated start date for hire is on or around 12/16/2024.