

Part time Job Available

Chicago Heights Public Library

Circulation Clerk

10-15 hours/week

10.71-16.07/hr DOQ

Duties include:

- Transacts circulation of materials including checkout and check in
- Accepts and processes patron registration applications
- Assists patrons with library account information including the explanation of circulations rules
- Collects money for fines, fees and lost materials and records amount properly.
- Answers directional questions and conducts basic reference and reader's advisory interviews with patrons
- Assists with the flow of items and requests for materials
- Processes Interlibrary Loan materials
- Responsible for reserve shelf maintenance including contacting patrons for hold pickups and removing expired holds from shelf
- Answers telephone and routes calls when necessary
- Performs other tasks as assigned

Chicago Heights residency required

for complete job description and employment application

www.chicagoheightslibrary.org

drop off application at Library to Kathy Parker/Interim Director

or email to director@chicagoheightslibrary.org