Outreach Services Coordinator/Circulation Clerk

General Duties

Selects and maintains the Outreach collection. Performs basic circulation functions, keeps track of borrower registration and establish new outreach deposit stations. Fills requests and delivers materials to outreach deposit stations.

Circulation Clerks perform a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the Library, such as routine circulation, shelf maintenance, weeding, and clerical functions using automated circulation system. Must be able to work flexible hours including evenings and weekends.

Essential Functions and Responsibilities

- Develops, maintains and grows the Outreach Collection in collaboration with the Director
- Delivers materials to Outreach locations throughout Wyoming County and develop new outreach opportunities
- Assesses the condition of returned books and gives damaged books to Cataloguing & Circulation Coordinator for deletion
- Establishes and maintains patron records, and performs reader’s advisory for patrons
- Track Outreach circulation, requests and schedule on Excel spreadsheet and report Outreach circulation statistics to Director
- Circulation Clerk desk shifts: work 2 or more shifts on the library circulation desk
- Performs the full range of circulation desk procedures using SPARK, an automated circulation system, following established library policies including checking materials in and out, collecting and recording fines and fees, processing late notices, and registering and updating patron records.
Knowledge, Skills, Abilities

- Outgoing personality with good communication skills and a desire to serve
- Must have a valid Pennsylvania Driver license, reliable vehicle and good driving record and appropriate insurance
- Must be able to lift up to 50 pounds, bend to lower shelves and reach to higher shelves
- Computer experience is essential
- Able to work independently and manage multiple priorities

Position Hours

- Typically works 18-25 hours a week: Outreach and at the library circulation desk
- Must be willing to work some evenings and weekends