



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

Part Time Clerk – Circulation Department

15 - 25 hours per week. Includes weekdays, evenings and rotating weekends, as needed.

Duties Include:

- Provides direct service to patrons
- Performs basic circulation tasks such as checking materials in and out, searching and locating materials as well as placing holds on items for patrons
- Receives oral or written instructions from Head of Circulation or the Director
- Issues and renews library cards
- Processes holds and performs telephone notifications
- Answers telephones and provides routine information or refers and transfers calls
- Shelves materials; assist in assuring accurate library shelving by shelf-reading and reshelving of materials
- Inspects materials for damage and makes recommendations for repair or withdrawal
- Collect patron fines and fees and make change as needed
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items
- Assists with library displays as needed
- Assists in resolving patron disputes in the absence of a supervisor
- Registers patrons for library programming and collects payment
- Closes out cash register at end of shift
- Updates library signage including the sandwich board as needed
- Report work accomplished to supervisor
- Communicate regularly with the Department Head
- Other tasks assigned

Education & Experience:

- Library & customer service experience a plus

Please email employment@mattlibrary.org with a filled out job application available at <https://www.mattitucklaurellibrary.org/about/employment> and/or your resume.