

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY AVAILABLE

POSITION TITLE: Circulation Page

DEPARTMENT: Circulation, reporting to Assistant Department Head

RESPONSIBILITIES: **Direct public service:** provides positive, pleasant professional services to staff and public; directs patrons to appropriate staff for assistance; retrieves materials for patrons and staff. **Indirect public service:** sorts and shelves materials, reads shelves to ensure accurate order so that materials can be found by patrons, may work in drive-up drop box room as scheduled, may search paging slips as scheduled; follows direction of supervisor; assists in department where needed

REQUIREMENTS: **Minimum:** Able to lift, bend, and stoop to shelve materials; able to push or pull carts weighing at least 20 pounds. Desire to serve the public in a positive manner. **Desirable:** Public library work experience. Computer/keyboard experience.

HOURS: Part-time, approximately 10 – 12 hours weekly, including some evenings and weekends.

WAGE & BENEFITS: \$8.90 per hour

APPLICATION, COVER

LETTER & RESUME DUE: **January 13, 2017.** A clerical skills test must accompany your application; both application and test are available at the library.

TO: Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302-2410
248.642.5800 FAX: 248 258-2555
Email: careers@btpl.org

*Bloomfield Township Public Library champions the power of words to spark discovery and imagination.
For more information about the library, visit our website: www.btpl.org*

CIRCULATION PAGE
TYPICAL WORK WEEK TASKS

A typical work week for the Public Services Page may include:

- shelve materials accurately in specified sections, including by Dewey number and Cutter(author) letters
- Retrieve magazines from magazine storage area
- Assist in drive-up drop box room as scheduled
- Push heavily loaded cart/bins of materials from Circulation into work areas
- Shift several ranges of shelving to make room for more materials
- Direct patron to appropriate department or desk for assistance
- Read shelves to put materials back in order
- Assist with running materials through AMH sorting system
- Assist with checking returned materials for damage or missing parts
- Load materials on to book carts in correct order
- Search for missing/claims returned materials/Item and Melcat paging slips
- Assist staff at programs by handing out fliers, assisting presenters
- Look up books in circulation module for statistics
- Assist patrons with self-check equipment
- Assist Circulation Desk staff in emergency situations
- Maintain general order and cleanliness of department