

**Vicksburg District Library  
Library Clerk (Part-Time)  
Job Description**

**Hours and Wages: 11-16 per week, \$13.73 to start.**

Minimum Requirements:

- Ages 18 and above please apply
- Must have the ability to read, write, perform basic math, and know computer keyboard
- Must have computer literacy in Microsoft Word and internet searches
- Must have the ability to count money, make change, and balance cash receipts
- Must be able to stand for several hours at a time
- Must be able to work flexible hours daytime, evenings, and weekends

General work habits needed:

1. Good use of work time and reliability
2. Initiative, good judgment, and common sense
3. Cooperation with colleagues and good with the public
4. Good communication skills
5. Quantity and quality of work that is satisfactory
6. Careful handling of equipment and attention to detail

Essential functions

- Provides general operational support for the Library
  - Opens/closes the library, and answers general inquiries from the public concerning library services
  - Answers general questions relating to the location of materials in the Library's collections
  - Comfortable explaining and enforcing library policies
- Provides circulation services for Library patrons
  - Registers new patrons and renews library cards
  - Checks materials in and out
  - Handles patron requests for purchase or requesting item via inter-library loan
  - Collects and records fines and fees
  - Assists patrons with copy machine, fax machine, laminator, or public catalog as requested
  - Helps patrons use the Internet on public computers.
- Processes new materials in preparation for circulation or use per policy
- Removes library markings from withdrawn material per policy
- Provides assistance to other Library personnel as necessary or requested
- Magazine check in and shelving
- Other duties as assigned by the Director

**Vicksburg District Library**  
**Job Application: Position: Circulation Clerk (Part-Time)**

**Please print clearly:**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Job Experience (list most recent):**

Job Title	Company	Months/Years Worked
1. _____	_____	_____
Duties: _____		
_____		
2. _____	_____	_____
Duties: _____		
_____		
3. _____	_____	_____
Duties: _____		
_____		

**Education:**

High School from which you graduated: \_\_\_\_\_

College/Other Education (if any):	Name of Institution	Degree(s)
_____	_____	_____
_____	_____	_____

**Please write yes or no:**

1. Can you operate a computer? \_\_\_\_\_ Copy machine? \_\_\_\_\_ Fax? \_\_\_\_\_

2. Can you use Windows? \_\_\_\_\_ Office? \_\_\_\_\_ The internet? \_\_\_\_\_

3. Do you have experience working with the public? \_\_\_\_\_ Please describe: \_\_\_\_\_

4. Do you have experience handling money and/or making change? \_\_\_\_\_

5. Please list any other experience, training, or skills that qualify you for this position: \_\_\_\_\_

6. Is there anything that would prevent you from coming to work on time each day? \_\_\_\_\_

7. Do you have a valid Michigan Driver's License or State ID? \_\_\_\_\_

This is a part-time position. We also need you to be available for subbing at other times. What hours would you be available to work?

Monday   Tuesday   Wednesday   Thursday   Friday   Saturday   Sunday  
a.m. \_\_\_\_\_

p.m. \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

If you answered yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

**Work References:**

Name	Phone #	Company
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I have seen the job description and certify that I meet all requirements and can do all the work for this job:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_