

GUTHRIE MEMORIAL LIBRARY

2 LIBRARY PLACE
HANOVER, PA 17331
717-632-5183

JOB ANNOUNCEMENT

Title:	Library Assistant	Supervisor:	Library Director
Location:	Guthrie Memorial Library	Classification:	Part-Time/Non-Exempt
Department:	Guthrie Memorial Library	Hours:	20 hours per week
Schedule:	Monday 9:30- 5 pm (the days you don't work Saturday) / Tuesday 11:30 - 8 pm / Thursday 12:00-5 pm / Two Saturday's a month 9:30-5 pm		

GENERAL DESCRIPTION

The Library Assistant will provide assistance to a diverse population of customers in using library resources. Assistance is given to customers in person, via phone, and via email. These resources include, but are not limited to printed materials, digital media, online databases, internet searches, faxing, copying, and printing. The Library Assistant will also assist in the day-to-day functions of the Library – checking in/out materials, shelving books, opening/closing duties, creating/updating member records, etc.

EDUCATION & EXPERIENCE REQUIREMENTS

Candidate must have a high school degree (or equivalent). Experience providing customer service in a public library setting is preferred. PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent customer service to a population of all ages. Computer proficiency is required. This position requires someone who has strong communication skills and who is truly enthusiastic about helping others.

DUTIES AND RESPONSIBILITIES

- Performs duties related to checking in and checking out library materials. This includes using an item scanner, the ILS computer database and collecting fees.
- Creates new member records in and posts or responds to messages on member accounts.
- Checks materials that have been returned for good condition, completeness and other shelving requirements. Changes the status of materials in the ILS computer database.
- Shelves books and magazines that are returned to the library.
- Assists members locating materials in the library or at other libraries by using the ILS computer database, directing them to appropriate shelves, placing items on hold or requesting items via interlibrary loan.
- Assists members with the use of computer applications including the Internet and online databases. Makes referrals to Martin Library's Information Services as needed.
- Assist members with public computer use and printing from computer. Must be knowledgeable enough to answer general computer, email, and internet questions.
- Make photocopies. Scan and email documents using photocopier.
- Performs opening and closing procedures, including light cleaning. Ensures that the appearance of the desk area, the shelving units and the sitting areas are neat, clean and organized. This includes reading shelves and re-shelving out of order materials.
- Inform members of Library policies and rules and enforces these.
- Provides guidance to the circulation desk volunteers and assists them when needed.
- Other duties as requested by the library director.

ADDITIONAL INFORMATION

If offered the position, candidate must submit the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

If you are interested in this position, please send a cover letter and resume to lkane@yorklibraries.org