



**509 South Street
Bow, NH 03304
(603) 224-7113**

We are looking to fill a PM Circulation Assistant position. The successful applicant should enjoy interacting with the public and working with technology. Professional demeanor, attention to detail, and excellent communication skills are required. Duties include:

Assist patrons in a courteous and business-like manner

Perform circulation desk duties, including:

- Check materials in or out
- Conduct the reserve process for materials with reserves
- Collect fines and fees for the library and book sale monies for Friends
- Answer directional and reference questions
- Answer circulation questions and deal courteously and patiently with all borrowers
- Register patrons accurately using the cards and the automation system
- Update patron online and card files
- Work efficiently and accurately with library automation system.
- Assist patrons in finding materials to match reading interests
- Place reserve, ILL, and purchase requests for customers
- Perform opening and closing procedures.
- Answer the telephone in a professional and courteous manner.
- Assist customers with the operation of library equipment including computers and related software, fax machine, scanner, copier, automated catalogs, and Wifi Internet access

Maintain patron privacy regarding patron personal information and materials taken out or requested.

Other duties as specified by the Director

Hours for this position are 8 hours per week year-round: Mondays & Tuesdays, 4 p.m. to 8 p.m.

*****This schedule is not negotiable*****

DEADLINE FOR APPLICATION SUBMISSION IS Friday 9/14/2018.

For more information, visit the Baker Free Library web site at www.bowbakerfreelibrary.org in order to download a position description and application. The Baker Free Library is an Equal Opportunity Employer.