BAKER FREE LIBRARY
The Place to Know.

Circulation Assistant

Part-Time

Position Summary

Baker Free Library is 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.

Requirements & Qualifications

Must be at least 16 years old.

Physical Requirements
This position requires the employee to handle physical materials which may include twisting and turning, kneeling, and lifting, as well as dexterity movements.

Technology, Equipment, and Devices
This position requires proficiency with computers and commonly used software (such as Microsoft OneDrive and SharePoint).

Duties include:

- Assist patrons in a courteous and business-like manner
- Perform circulation desk tasks, including:
  - Check materials in and out
  - Conduct the reserve process for materials with reserves
  - Collect fines and fees for the library
  - Answer directional and reference questions
  - Answer circulation questions and deal courteously and patiently with all borrowers
  - Register patrons using the automation system
  - Update patron records
  - Work efficiently and accurately with library automation system
  - Assist patrons in finding materials to match reading interests
  - Place reserve, ILL, and purchase requests for patrons
- Perform opening and closing procedures
- Answer the telephone in a professional and courteous manner

- Assist customers with the operation of library equipment
- Maintain patron privacy regarding personal information and materials taken out/requested
- Other duties as assigned

Schedule

Responsible for evening shifts on the circulation desk based on the operational needs of the library as approved by the Library Director. 3-8 hours per week in the evening (4pm-8pm; 3pm-6pm).

Hourly Pay

$11.00- $12.00 depending on qualification and experience

Apply

Open until filled, with preference given to applications submitted by November 9, 2026.

For more information, visit the Baker Free Library website at www.bowbakerfreelibrary.org.

Email resume to kaitlin@bakerfreelib.org.

The Baker Free Library is an Equal Opportunity Employer.