**Norwich Public Library**

**Circulation Assistant**

Part-time

The Norwich Public Library seeks a flexible individual for busy circulation desk

**BASIC FUNCTION**

To work at the Circulation Desk assisting patrons and working on assigned clerical tasks which support the circulation system.

**Duties include but are not limited to:**

< Work directly with patrons checking library materials in and out, renewing items, placing items on hold and calling patrons.

< Prepare items for shelving and keep materials in order.

< Help patrons find materials in the library and answer directional and basic reference questions.

< Assist the staff librarian as needed.

# Qualifications

* Excellent customer service skills
* Experience in working or volunteering in a public library
* Computer literate
* Flexible
* Detail-oriented

**SUPERVISION RECEIVED**

Direct supervision by staff Librarian at the Circulation Desk

**Hours**

Sundays noon- 4:00PM

September 13, 2015 – May 22, 2016

Possibility of additional hours on an as-needed basis

# Compensation

$10/hr

Please email a letter of interest and employment history to: NPLJobSearch@gmail.com