

Music Lending Library Clerk
Job Description

Definition:

The Library Clerk reports directly to the Library Manager. The Library Clerk is required to work independently and contribute to the smooth functioning of the music library.

Position Requirements:

- Basic knowledge of music preferred
- Ability to use computer keyboard with reasonable speed and accuracy
- Knowledge of correct English grammar and spelling, arithmetic, and ability to file and organize alphabetically and numerically
- Ability to climb library ladders and lift 20 lbs

Personal Qualities:

- Displays a friendly, tactful, and courteous attitude
- Ability to follow written and verbal instructions and work independently when necessary
- Ability to sustain accuracy and work steadily in routine or repetitive tasks
- Commitment to the standards and objectives of the library

Responsibilities:

- Must complete the online SELCO training course in the Library Basics in Circulation
- Process music requests both through the Horizon online system and email
- Reproduce copies of music for distribution
- Create and maintain Patron files and records
- Explain policies and procedures to patrons
- File returned music materials
- Repair damaged library music materials
- Working in a warehouse environment maintaining cleanliness of work area and light cleaning as assigned by manager

Other Duties as Assigned by the Manager

- Pick up and deliver mail at the post office
- Assist with creating the annual newsletter
- Check-in returned music
- Process new library materials
- Create QuickBooks invoices
- Open mail
- Answer the telephone

Starting pay is \$10 / hour.