

**EASTTOWN LIBRARY & INFORMATION CENTER**  
720 First Ave., Berwyn, PA 19312  
610-644-0138  
[www.easttownlibrary.org](http://www.easttownlibrary.org)

**Circulation Assistant**

**Job Objective:** Performs all functions at the Circulation Desk necessary for the efficient operation of the library. Must be available to work weekends.

**Reports to:** This position reports to the Head of Circulation.

**Duties and Responsibilities:**

- Check-in & check-out duties at the Circulation Desk using an automated system
- Issue new library cards and update customer information
- Ensure the effective flow of library materials
- Assist customers in locating library materials, which includes using the catalog
- Assist customers with copier, scanner and fax machine
- Respond to customers' requests either in person or via telephone
- Sort and shelve library materials
- Interact with customers and co-workers in a professional manner

**Qualifications:**

- Ability to master automated circulation functions
- Computer skills and internet searching
- Good oral communication skills
- Enjoy working with the public
- Commitment to public service
- Ability to coordinate work schedule
- Ability to multi-task

**Physical Requirements:**

- Handle, lift and move library materials
- Stand at a computer for the duration of a work shift
- Answer the telephone
- Operate a keyboard
- Wheel bookcarts up to 125 lbs

**Job Hours:** Approximately 6 hours/week. The position is primarily for weekend and evening shifts, with the possibility of additional daytime shifts in the future. Flexibility desirable (available immediately)

**Pay:** \$10/hour

Easttown Library & Information Center is an Equal Opportunity Employer and complies with the American with Disabilities Act (ADA). All library positions require a PA state criminal background check, PA Child Abuse History Clearance and a FBI fingerprint based federal criminal history background check.

**Job Application Submission:**

Applications are on the Easttown Library website under Working at the Library—Part-Time Positions. Please submit completed applications to Scott McDonnell, Head of Circulation at [smcdonnell@ccls.org](mailto:smcdonnell@ccls.org).