

Marion Public Library  
**Library Assistant – Circulation/AV Services**

**Description:** Marion Public Library is looking for a library assistant who is committed to providing courteous, friendly library service to people of all ages and personalities. This year-round part-time position averages 6-12 hours a week. Evening and weekend hours as schedule requires. Criminal background check necessary.

**Job duties:**

- Assists patrons with library card applications.
- Checks-out and renews materials to patrons
- Checks items for damage and fixes/cleans material if possible.
- Accepts payments for overdue, lost, and damaged materials; plus for printing, copying services, and book sales.
- Assists patrons with questions regarding library policies, procedures, and services, analyzing and making decisions regarding patron problems, using good and appropriate judgment.
- Assists patrons with finding library materials, recommending titles, locating library materials, and placing requests.
- Be able to work well in a team setting.
- Able to multitask while assisting patrons in a fast-moving atmosphere.
- Able to work the normally scheduled work time for this position.

**Hours:**

- **Tuesdays:** 4-7 p.m.
- **Thursdays:** 4-7 p.m.
- **Alternating Saturdays:** 10:30 a.m.-4 p.m.

**Pay:** Depends upon experience and education

**To apply:** Applications available at the Library Office from 9 a.m.-noon and 1-4 p.m. Monday-Friday; also at the Reference Desk from 9 a.m.-7 p.m. Monday-Friday, 11 a.m.-4 p.m. Saturday. Submit application, resume, as well as names of employment and personal references, including addresses and phone numbers.

**Submit applications to:** Mary Eckerle, Marion Public Library, 600 S. Washington St., Marion, Indiana 46953 or email to [meckerle@marion.lib.in.us](mailto:meckerle@marion.lib.in.us)

**Opens:** Immediately

**Closes:** 5 p.m. Friday, May 16, 2022