Circulation Clerk (part-time)

Millinocket Memorial Library

OVERVIEW

The Circulation Clerk plays an important role in supporting the library, providing customer service, circulating and shelving materials, and occasionally assisting our team with other projects and general tasks. This team member will work at our circulation desk and serve as the first point of contact for patrons.

ESSENTIAL JOB DUTIES

- Provide friendly and efficient customer service to the public at the library's Circulation Desk, over the phone, and via email
- Provide library services including circulation, interlibrary loans, library card registration, booking meeting rooms
- Assist patrons in finding relevant library and community resources
- Accurately shelve library materials and correct shelving errors
- Assist patrons with use of Library computers and personal devices
- Provide printing, scanning, and faxing services for patrons
- Provide occasional administrative support to other staff members
- Open and close the library, including light cleaning and tidying
- Participate in occasional training meetings to build library competencies
- Uphold library policies and procedures
- Other tasks as assigned

DESIRED QUALITIES

The ideal candidate will:

- Be comfortable working independently and learning while doing
- Have a strong understanding and respect for confidentiality and professional boundaries
- Be patient and comfortable with working with people of all ages, backgrounds, and abilities
- Have excellent written and verbal communication skills
- Have strong attention to detail
- Be comfortable with and motivated to use technology across many platforms

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PHYSICAL DEMANDS

The position requires regular standing, occasional sitting, reaching with hands and arms, climbing stairs and step stools, balancing, kneeling, crouching, lifting and carrying (up to 25 lbs), as well as frequent typing and use of computers.

Millinocket Memorial Library is an equal opportunity employer.

TERMS

After the initial training period, this position will be scheduled for two to three days per week, including Saturdays. The Circulation Clerk will also serve as a Substitute Circulation Clerk, meaning they will be on a list of substitutes we may request to cover the Circulation Desk in the event of staff absences.

Compensation for the position will start at $16 per hour. The position will include a 90-day probationary period. The Circulation Clerk will report to the library's Operations Manager.

TO APPLY

To apply, submit a cover letter, resume, and contact information for three references to Operations Manager, Andrew Crandall at operations@millinocketlib.org. **Preference will be given to applications received before December 11, 2026.**

ABOUT THE LIBRARY

The mission of the Millinocket Memorial Library is to enrich lives, inspire imaginations, and empower community. As an innovative partner in the Katahdin Region, the library brings organizations together to create new programs and services that support a thriving community for all. Library employees are stewards of an essential community space and resource hub. As a workplace, we value respectful and transparent communication, partnership, and engagement.