

**TIPPECANOE COUNTY PUBLIC LIBRARY  
JOB POSTING**

**Library Circulation Clerk, Part Time:** Tippecanoe County Public Library seeks a dynamic and detail-oriented individual to provide exemplary customer service at the checkout desk of the Downtown library. Must be available weekends and some evenings. High school diploma or equivalent required. Starting pay: \$10.00/hr. 12-19 hrs/week. This is a year-round (non-seasonal) position as the library remains open during local academic breaks. Please submit a TCPL application, resume, three references and letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at [hrc@tcpl.lib.in.us](mailto:hrc@tcpl.lib.in.us). Job description and TCPL employment [application](#) located at the library website at: <http://www.tcpl.lib.in.us/employment>. TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

**POSITION TITLE:** Circulation Clerk

**DEPARTMENT:** Circulation

**FLSA:** Non-Exempt

**SUPERVISOR:** Department Head

**SALARY SCHEDULE CLASSIFICATION:** Clerk

**JOB OBJECTIVE:**

Check out library materials and maintain a cordial, pleasant, business-like manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Know and apply library policies

Understand the necessity of, and maintain, confidentiality of library use

Check items in and out

Deal with disturbances and problem users

Register borrowers and enter patron information into the computer

Search shelves for overdue items

Answer main switchboard and handle circulation inquiries

Assist with donated books

Assist customers with account problems

Assist patrons with library equipment

Operate cash register

Work cooperatively with other library departments and staff members

Work evenings and weekends

May attend continuing education and/or professional programs

Other duties as assigned and/or required

**QUALIFICATIONS:**

**Education:**

High school diploma or equivalent

**Previous experience:**

None required

**Skills:**

Must be able to:

- Work effectively with patrons and staff
- Work under pressure
- Perform several tasks simultaneously
- Work with automated circulation system
- Follow instructions
- Work without supervision
- Assist in implementation of emergency procedures
- Organize own work

**License/certification:**

None required

**ENVIRONMENTAL CONDITIONS:**

Must be able to:

- Work under pressure
- Lift and carry a minimum of 40 pounds
- Retrieve materials from shelves 6' high and stoop to retrieve materials from shelving close to the floor
- Maneuver a book cart empty or full weighing as much as 200 pounds
- Work in areas with fluctuating temperatures caused by doors opening
- Work in a dry, dusty environment

**MACHINES, TOOLS, EQUIPMENT & WORK AIDS:**

- Computer/automated system (and peripherals)
- Telephone
- Book carts
- Typewriter
- Security system
- Photocopiers
- Cash register