

**Library Materials Processor - The Sturgis District Library is seeking a Library Materials Processor for a permanent part-time position. Must have excellent people skills and computer knowledge with attention to detail. TO APPLY: email cover letter and email to by deadline August 5th Thursday 8p.m.**

**Email: [Jobs@Sturgis-Library.org](mailto:Jobs@Sturgis-Library.org)**

**See full job description below. Pay range beginning at \$11/hr. Completed application will be required if selected for interview. 30 hours per week; approximately one Saturday per month.**

## **Library Materials Processor**

**Rev. 6/5/2018**

### **PRIMARY DUTIES:**

Reports to Library Director.

- Technical processing of materials and data entry of library records.
- Prepare library materials for processing and making them shelf ready
- Assists in the determination of placement, genre and classifications of library materials within the collection.
- Oversees all aspects of the physical processing of library materials.
- Assesses, inventories, discards, & processes collection in collaboration with other staff.
- Assists in entering original and copycat bibliographic records that are added to, deleted, and/or corrected in the Library's local automated system.
- Assist patrons (over the phone and in person) in locating information, including: online catalog searches and general library information.
- Manage circulation status for materials in homebound delivery.

### **Secondary Duties:**

- Answer phones to assist patrons, take messages, or transfer calls.
- Fill-in at circulation desk as needed.
- Retrieve books from book drop, checking materials in and out, handling fines and lost materials, reshelve materials, assist patrons with copy machine, send faxes.
- Assists with library promotion and services as assigned.
- Keeps Director informed as to project progression, needs and outcomes.
- Selection and ordering of material in a designated subject.
- Other duties as assigned that work towards the mission and goals of the library.
- Process ILL materials for delivery, circulation and recordkeeping.

**Working conditions and physical demands:**

Physical requirements include ability to move around the facility, sit, , walk, bend, climb, kneel, carry and stoop; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25#, or greater with assistance; and perform other efforts as identified with normal library work; must have the ability to communicate with patrons effectively; having the ability to talk with clarity, and be able to listen to patrons accurately; Must have specific vision abilities (adjusted) that include close and distance vision with good depth perception; reasonable accommodations may be available; Typing ability and computer skills are essential.

**Employment Qualifications:**

**Abilities:** Must maintain an attitude of lifelong learning.

Consistently display positive interpersonal skills/interactions.

**Education:** Must have sufficient reading and comprehension skills to perform the functions of the reference and circulation desks. High School diploma/equivalent preferred minimum.

**Experience:** Prior data entry responsibilities or related detail-oriented computer use and customer service experience strongly preferred.