

**Penn Yan Public Library
Job Description**

Job title: Library Clerk: Collections Management:Cataloger/Processor

Last updated: 9-2020

Job summary: This senior library clerk is responsible for processing all library materials in order that they are easily found in the online public access catalog.

Duties:

Print spine labels when necessary; attach all labeling on items; stamp with Penn Yan stamp and date all items; book jackets when necessary
Barcode all items.
Attach all new items to the STLS bibliographic record.
Correct errors in item records as they are discovered.

Machines, tools and equipment used:

PC
Printer

Skills, knowledge and abilities:

Must have basic knowledge of the Dewey Decimal System.
Must be familiar with label making software.
Must work carefully with attention to detail.
Must be able to work independently and on a schedule.
Must be able to work well with other staff.

Working conditions:

Regular hours.
Must be willing to attend workshops/seminars that may be out of town, possibly providing own transportation.
Physical condition requires the lifting of some materials while processing and distributing items onto a cart.

**Penn Yan Public Library
Job Description**

Job title: Library Clerk Collections Management, Acquisitions Specialist

Last updated: 9-2020

Job summary: The acquisitions clerk is responsible for the ordering and receiving of library materials in all formats. S/he must work accurately, deal with many vendors, and maintain excellent records. The acquisitions clerk ensures that materials selected by the reference, adult, and youth services departments are made available to the public in a timely manner.

Duties:

Place all orders for library media (Books, AV materials).
Search for duplicates already owned.
Search for best source and best price for items
Receive all materials and verify orders against invoices.
Pass invoices and packing slips to Library Director.
May need to communicate with vendor by phone about items or invoices.

Machines, tools and equipment used:

PC Computer with Internet access.
Printer
Copier
Telephone
Fax

Skills, knowledge and abilities:

Must be familiar with Internet searches.
Must be able to use creative problem solving.
Must be able to work independently and on a schedule.
Must be able to work well with other staff.

Working conditions:

Regular office working conditions and hours.
Must be willing to attend workshops/seminars that may be out of town, possibly providing own transportation.
Physical condition requires the lifting of some materials for unpacking and sorting.

Penn Yan Public Library**Job Description**

Job title: Library Clerk: Customer Service: Customer Service Specialist

Machines, tools and equipment used:

PC with Workflows staff client software installed, mouse, barcode scanner, receipt printer and OPAC
Public computers and laser printer
Telephone
Photocopier
ScanPro microfilm reader/scanner
Fax machine
Cash Register

Skills, knowledge and abilities:

Must have excellent customer service skills including communication, positive attitude, tact, and courtesy.

Must maintain library confidentiality as required.

Must become familiar with the library collection, equipment, policies and services.

Must be able to learn library software.

Must have working knowledge of library filing and shelving rules.

Must have ability to understand and follow written or oral instructions.

Must work well with other staff.

Must have ability to operate computers, printers, microfilm/fiche reader/scanner, copier, telephone system and fax machine.

Must be able to do simple calculations and make change.

Working conditions:

Must be able to work some evenings and Saturdays.

Must be able to adapt to schedule changes.

Physical condition commensurate with the demands of the position is needed, in particular long periods of being on your feet and the ability to reach high and low shelves.

Supervision given or received:

The Director of Customer Service supervises this job.