

# Library Associate

**Graves County Public Library**

**601 N 17<sup>th</sup> St.**

**Mayfield, KY 42066**

**270-247-2911**

## **Duties and Responsibilities**

- Oversee circulation desk.
- Assist patrons on computers.
- Check materials in and out.
- Enter and update patron records.
- Sort items for shelving.
- Shelving library items
- Issue library cards.
- Take ILL and library material requests.
- Inspect returned books for condition and due-date status.
- Answer patron reference inquiries.
- Collect fines/fees with computer software.
- Have knowledge of Library of Congress classification system, alphanumeric filing, and decimal system.
- Answer phones/fax papers.
- Call over due patrons
- Might be asked to fill in for other employee absences
- Follow COVID-19 related library guidelines and procedures during pandemic

- 1 part time positions available, working 16.5 hours per week, Monday-Tuesday 3pm-8pm and Saturday 8:30am-5pm.

- Must have high school diploma or GED.
- Must have basic computer & keyboard skills.
- Minimum wage

**Register online: [www.oet.ky.gov](http://www.oet.ky.gov) - Select "Focus Career Job Search & Registration" and apply there, or email your resume directly to [directorgcpl@mewsbb.com](mailto:directorgcpl@mewsbb.com).**

## Special Requirements

Applicant must have basic computer skills \* Knowledge sets include: Automated circulation systems, Barcode scanners, Cash Drawer Software, Database software, Desktop computers, Fax machines, Laser printers, Microfiche or microfilm viewers, Microsoft Office software, Multi-line telephone systems, Online Computer Library Center OCLC, Photocopiers, Scanners.

**Open until 1-8-21**