



Brookline Public Library
16 Main Street, Brookline, NH 03033
Ph: 603-673-3330
brooklinelibrarynh.org

Job Title: Part-Time Library Assistant

Location: Brookline Public Library, Brookline, NH

Hours: Up to 20 hours per week, including weekdays, some evenings and Saturdays.

Salary: \$15/hour

Position Summary: The town of Brookline, New Hampshire (5,800 pop), with its unique blend of rural charm and vibrant community, is seeking a new library team member. We are looking for a part-time Library Assistant, up to 20 hours/week. Hours include a combination of weekdays, some evenings, and Saturdays. A positive attitude and a sense of humor are vital in this role.

The Library Assistant has a working knowledge of the library and performs a variety of library services for patrons and the maintenance of the collection. Brookline Public Library staff work in a team-oriented environment under the supervision of the Library Director, are responsible for assisting with library circulation, reference, readers' advisory, collection promotion, programming, in both adult and youth service areas.

Key Responsibilities:

- Deliver excellent customer service for all visitors to the library
- Staff the circulation desk and perform circulation functions including checking items in/out, reserving and renewing materials, collecting fees, and maintaining patron records
- Shelf library materials and perform other stack maintenance activities including shelf reading and tidying, weeding
- Provide readers' advisory and reference services, and refers patrons to additional resources as appropriate
- Assist patrons with use of library services and equipment
- Answer phone inquiries and make patron notification calls
- Create book displays that promote the library's collections

Knowledge, Skills and Abilities:

- Knowledge of library practices and services including alphabetization and Dewey Classification System.
- Ability to deal courteously and efficiently with a diverse population of library patrons.
- Excellent general office, computer, and technology skills including working in a Windows environment, familiarity with Web browsers and Microsoft software, experience with any ILS software.
- Capacity to work both independently with minimal supervision and as part of a team.
- Effective written and spoken communication skills, as well as the ability to follow oral and written instructions.
- Ability to maintain patron confidentiality.
- Physically able to carry/lift up to 35lbs, bend low and reach high to shelve books, and push a library cart.

Qualifications:

- High school diploma or GED required, some college or a bachelor's degree preferred.
- Experience in a public library setting preferred.

How to apply:

Please send resume and the names and contact information for three professional references to:

Diane Lynch, Brookline Public Library Director at Library.director@brooklinenh.gov

This position will remain open until filled.

The Brookline Public Library is an equal opportunity employer.