

## **LIBRARY CLERK**

### **TASK LIST AND JOB DESCRIPTION**

The Library Clerk's tasks may include, but are not limited to:

- Front desk circulation and answer phone
- Assist with programs and events
- Assist with the library's Summer Reading Program
- Shelve returned materials
- Search for books and DVD's
- Help patrons locate desired materials
- Maintain alphabetical order in the library's collections
- Light dusting and cleaning
- Check in returned materials
- Inventory and weeding
- Other activities as assigned.