

The New York Society Library

NEW YORK, NEW YORK Part-Time Circulation Assistant/Library Page

Summary

The New York Society Library seeks a service-oriented individual to fill the position of part-time Circulation Assistant/Library Page. The Library Assistant/Library Page assists patrons at the Members and Visitor Services Desk and over telephone/email by performing procedures related to the circulation of materials and public services. Page duties include preparing, retrieving, and re-shelving books, and aiding Library users as needed.

The Library is a historic membership library founded in 1754. It is open to all for reading, reference, and selected events, with circulation and other services by subscription. The beautiful landmark building dates from 1917 and includes reading rooms, spaces for study, book stacks, a Children's Library, and the Assunta, Ignazio, Ada and Romano Peluso Exhibition Gallery. The Library has approximately 300,000 print volumes and hosts a variety of special events, reading groups, and workshops, as well as the New York City Book Awards.

Required Skills and Qualifications

- Excellent communication skills, strong attention to detail, computer proficiency, and the ability to sort alphanumerically
- A commitment to providing superior service and the ability to handle multiple tasks in a busy environment
- Prior library experience and knowledge of integrated library systems (preferably Sierra) is preferred
- A bachelor's degree or equivalent experience is required

Duties and responsibilities

- Checking out and renewing Library materials using an automated Member and Visitor Services system
- Placing holds on materials for members
- Collecting fines and fees
- Responding to patron requests at the Member and Visitor Services Desk and by email /phone
- Assisting patrons' search for materials in the Library's catalog and databases
- Preparing and sending overdue and reserve notices
- Advising potential members and registering new ones
- Retrieving library materials
- Shelving materials by call number in correct location
- Shelf-reading
- Preparing books, periodicals, and newspapers for circulation
- Providing tours for prospective members
- Assisting patrons as needed

- Performing other duties as required
- Maintaining compliance with all Library policies and procedures
- Maintaining a strong commitment to diversity, equity and inclusion in the workplace and public services

Working conditions

This is an entry-level part-time position (up to 23.5 hours per week) **with the following schedule: Tuesday 9 AM-5 PM, Friday 9 AM-5 PM, Sunday 11 AM-5 PM.** Schedule subject to change depending on staff coverage needs.

Physical/Environmental Requirements

Physical:

Sitting: 70-80%

Standing/Walking: 20-30%

Lifting: Occasional to frequent lifting up to 30 lbs. Sitting: 60-80%

Vision: Normal. Requires long periods of work at computers.

Indoor environment: Working closely with others and independently. Occasional exposure to dust and mold.

Salary and Benefits

Compensation: \$17.00 an hour and 403(b) defined contribution plan, flexible benefits plan, and holiday, and sick time.

How to apply

Candidates should email a cover letter and resume to Tienya Smith, Director of Engagement, Partnerships, and Outreach, at tsmith@nysoclib.org. Please include the subject line **Circulation Assistant/Library Page**.

Applications without the requested information will not be considered.

Visit our website at www.nysoclib.org for more information about the Library.

The New York Society Library is an Equal Opportunity Employer.