



NORTH MANCHESTER
PUBLIC LIBRARY

LIBRARY CLERK APPLICATION

**ALL APPLICATIONS *MUST BE*
TURNED IN WITH A COVER
LETTER.**

JOB REQUIREMENTS

EDUCATION: High school graduate preferred.

EXPERIENCE: Prior work in a library preferred.

SPECIAL SKILLS: Computer skills; outstanding customer service skills; must be able to follow instructions and work independently.

**Some evening and/or weekend hours
required.**

Must Be able to lift 20lbs. Be able to squat and work on your feet for long periods of time.

CONTACT INFO

Jeanna Hann - Adult Department Manager
jhann@nman.lib.in.us

Sarah Morbitzer - Children's Department Manager
smorbitzer@nman.lib.in.us

www.nman.lib.in.us
260-982-4773

PURPOSE & SCOPE

The Library Clerk is responsible for circulating library materials, providing needed services for library patrons and the community, and maintaining the materials of the library. The Library Clerk reports to the Adult Department Manager in the Adult Department, and the Children's Department Manager in the Children's Department.

SKILLS

- Circulate library materials, and collect and document fines and charges.
- Treat public and colleagues with courtesy and respect.
- Answer reference questions requiring limited searching; and know when to consult on more complex questions.
- Register patrons for library cards.
- Operate the library's automated circulation system, and update the system's records as needed.
- Become familiar with the library's collections, and give guidance and advice to adults and children in the choice and use of library materials.
- Know library procedures and policies, and be able to explain and interpret them to the public.
- Schedule and know procedures pertaining to the use of the meeting rooms.
- Shelf items and read shelves to ensure shelving accuracy on a regular basis.
- Straighten shelves and maintain the appearance of the library on a regular basis.
- Know how to operate public-accessible library equipment, including computers.
- Assist patrons with basic computer questions.
- Process new materials, evaluate the need to repair or clean items, and follow established procedures to clean or repair materials as needed.
- Perform special tasks when called upon by the Director or library managers

NORTH MANCHESTER PUBLIC LIBRARY

Employment Application

260-982-4773
405 N Market St, North Manchester, IN 46962

APPLICANT INFORMATION

Last Name				First				M.I.	Date			
Street Address							Apartment/Unit #					
City				State				ZIP				
Phone				E-mail Address								
Date Available				Social Security No.				Desired Salary				
Position Applied for												
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?									
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain									
Are you available to work evenings and Saturdays?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain									
Are you available to work days?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain									
Do you have a reliable means of transportation to work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain									
Do you have computer skills?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, provide a list									
Would this be your only job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain									

EDUCATION

High School				Address							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
College				Address							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Other				Address							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						

REFERENCES

Please list three professional references.

Full Name				Relationship							
Company				Phone							
Full Name				Relationship							
Company				Phone							
Full Name				Relationship							
Company				Phone							

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
-----------	------