



Lane Memorial Library  
2 Academy Avenue  
Hampton, New Hampshire 03842  
(603) 926-4729  
<http://www.hampton.lib.nh.us>

## **Lane Memorial Library JOB OPPORTUNITY**

The Lane Memorial Library is currently looking for a part-time Patron Services Library Assistant. This position offers a starting pay rate of \$17.51 per hour. The schedule is part-time (approximately 21-28 hours per week) and requires regular evening and Saturday shifts to meet the operational needs of the library. Work involves library circulation duties, phenomenal customer service to all our patrons, and creating welcoming spaces. Attention to detail and public service skills are both critical to this position.

### **Skills/Qualifications:**

The library assistant must be a patron service orientated person with the ability to file materials within the appropriate classification scheme, particularly the Dewey Decimal Classification System. Instructions will be given on this.

- Ability to assist patrons with library services in a professional and courteous manner.
- Ability to alphabetize and put things in numerical order.
- Ability to learn routine library procedures.
- Ability to adhere to library policies and procedures, including dress code.
- Ability to work independently and thoroughly with a minimum of supervision.

### **Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Movement:** Routinely moves about the library to assist patrons, retrieve materials, and maintain shelves. Must be able to position self to reach materials on low shelves and high shelves.
- **Transporting Materials:** Frequently transports, moves, and positions library books, media, and carts weighing up to 30 pounds across the facility.

- **Communication & Vision:** Constantly communicates with the public and colleagues. Must be able to exchange accurate information in these situations. Must be able to recognize, identify, and sort text, numbers, and barcodes on library materials. Must be able to read a computer at arm's length and communicate necessary information to patron.
- **Stationary Positions:** Sustains stationary/standing position at the service desk for extended periods during a shift.

-U.S. Equal Employment Opportunity Commission (EEOC)

**Lane Memorial Library is an Equal Opportunity Employer.**

**Send letter of interest and résumé to:**

**Shivonne Schofield, Community Experience Librarian**  
**Lane Memorial Library**  
**sschofield@hampton.lib.nh.us**