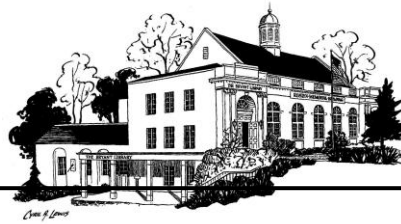


The Bryant Library



2 Paper Mill Road
Roslyn, NY 11576-2193
516-621-2240 Fax: 516-621-2542
www.bryantlibrary.org

Michele Lipson
Director

Part-time Library Aide Circulation Department Temporary - 6 Months

Position Summary - This is a temporary six-month appointment, anticipated to begin on September 15, 2026 and conclude on March 15, 2027. Average 20hrs/week. The position requires evening and weekend hours based on the library's operating schedule.

The Library Aide provides customer-focused support in the Circulation Department under the direction of the Head of Circulation. Responsibilities include assisting patrons with borrowing and returning materials, library accounts, basic technology, and general circulation services, while supporting collection organization and maintaining a welcoming library environment.

Duties and Responsibilities

- Provide courteous and efficient customer service at the circulation desk.
- Check materials in and out and process returns, holds, renewals, and reservations.
- Register patrons and assist with library cards and account inquiries.
- Assist patrons in locating materials and using library services and technology.
- Provide basic assistance with computers, printers, copiers, scanners, and self-checkout equipment.
- Maintain accurate and confidential circulation records.
- Assist with overdue, lost, and damaged materials in accordance with library policies.
- Shelve and organize materials; assist with shelf reading, shifting, and collection maintenance.
- Maintain an orderly and welcoming circulation area.
- Assist with library programs, displays, outreach, and special projects as assigned.
- Refer complex questions or issues to appropriate professional staff.
- Perform other circulation-related duties as assigned.

Required Qualifications

- Bachelor's degree from an accredited college or university.
- Excellent customer service, interpersonal, and communication skills.
- Strong organizational skills and attention to detail.
- Proficiency with standard computer applications and ability to learn library systems.
- Ability to maintain patron confidentiality.
- Ability to work independently and collaboratively in a busy public-service environment.

Preferred Qualifications

- Previous library or customer-service experience.
- Experience with circulation services or an integrated library system (ILS).
- Experience assisting patrons with computers and other technology.
- Knowledge of library policies and procedures.

STARTING SALARY: \$23.30 per hour

Email resume by September 11, 2026 to jobscirc@bryantlibrary.org
We are members of the New York State Retirement System. This is not a Civil Service position