

**Job Title:** Part-Time Library Clerk

**Reports To:** Library Manager

**Hours:** Up to 20 hours per week, in-person

**Compensation:** \$17/hour, no benefits

**Position Overview:**

The Preston (CT) Public Library is seeking a detail-oriented and customer-service–focused individual to join our team as a part-time Library Clerk. This position supports daily library operations by assisting patrons, processing library materials, and maintaining organized and welcoming spaces. The Library Clerk will also help with clerical tasks, library displays, and program preparation as needed.

**Key Responsibilities:**

- Check in and check out library materials for patrons using the LION system.
- Assist patrons in locating and using library resources.
- Issue and renew library cards.
- Answer phone calls and respond to basic inquiries.
- Shelf returned books and other materials.
- Organize shelves and public areas to ensure accessibility and order.
- Process new materials for circulation.
- Help with library displays and program preparation as needed.
- Perform basic clerical duties such as filing, data entry, and photocopying.

**Qualifications:**

- High school diploma required.
- Prior library experience preferred.
- Good customer service and communication skills.
- Ability to work efficiently and accurately in a busy environment.
- Basic computer skills; experience with the LION system a plus.

**Salary:**

- \$17/hour, up to 20 hours per week.

**To Apply:**

Please send a letter of interest and a resume to [prestonlibrarysearch@gmail.com](mailto:prestonlibrarysearch@gmail.com) by September 29, 2025.