



JOB POSTING: Circulation Clerk, part-time

Starting Salary: \$16.00/hour

Hours: About 15 hours/ week

Posted: 10/9/2026

Deadline: 10/31/2026 at 11:59PM or until filled

To Apply: Application can be found at www.belleville.lib.mi.us/about-us/employment/

Submit resume and Belleville Area District Library employment application to Lindsay Lore, Head of Circulation Services, at llore@belleville.lib.mi.us.

The Belleville Area District Library aims to be the heart of our community. We are a Class V Library, serving a diverse population of 42,000 in Belleville, Van Buren Township, and Sumpter Township. Our staff is highly collaborative and endeavors to provide the public with superior customer service.

A Circulation Clerk performs a number of duties that relate to checking items in and out for patrons, creating library cards and accessing patron accounts, and assisting patrons in-person and over the phone. As the first faces patrons see when entering the library, we strive to always be friendly and helpful. This position is highly collaborative and customer-service-oriented, but requires occasional independent work as well. Circulation Clerks work under the direct supervision of the Head of Circulation Services. Hours include evenings and weekends, including occasional Sundays.

PRIMARY RESPONSIBILITIES:

- Provides positive, pleasant, and professional public service consistent with the library's customer service values both in-person and over the phone.
- Accurately and efficiently checks library materials out to patrons and back in to the library. Checks materials for completeness and condition.
- Creates and maintains library accounts following specific instructions and policies.
- Handles confidential patron data with tactfulness.
- Assists patrons with self-service technology, including printing, scanning, faxing, and self-checkout machines.
- Searches databases for patrons, materials, and more. Provides information services to patrons including questions about physical and digital collections and materials; library programs, policies, and services; and interpreting diverse patron needs. Refers patrons to other staff members as needed.
- Handles frequent cash and credit card transactions for copying services, lost or damaged library items, and Friends merchandise.

- Frequent assistant with patrons holds and library materials including collecting items, sending items to other libraries, and processing holds for BADL patrons.

OTHER RESPONSIBILITIES:

- Works on temporary or ongoing special assignments as directed to support the library's goals and objectives. Special projects may include specialized computer clerical skills, contacting patrons or other libraries to resolve issues, and utilizing physical skills.

REQUIRED QUALIFICATIONS:

- Must be at least eighteen years old.
- Must hold a high school diploma or GED.
- Must display consistent friendliness, approachability, and enthusiasm consistent with the library's customer service values.
- Must possess tactfulness and adaptability to work with other staff members and the public. Must be mature, handle sensitive and secure information in an appropriate manner, and show a strong obligation to confidentiality.
- Computer experience required. Must be comfortable learning new technology.
- Must have strong attention to detail.
- Must be able to accurately place items in alphabetical and numerical order. Must be able to discern between small details on items, such as labels, barcode numbers, and shelving locations.
- Must work well independently and with others.
- Must demonstrate effective verbal and written communication skills.
- Must be punctual and dependable.
- Must be available some evenings and weekends.
- Must be able to work efficiently in stressful situations and in a fast-paced work environment.

PREFERRED QUALIFICATIONS:

- Prior library experience preferred.
- Prior customer service experience preferred.
- Some college experience desired, or equivalent experience.
- Knowledge of library operations and services.

ESSENTIAL PHYSICAL QUALIFICATIONS

- Must possess physical skills necessary to place and retrieve library materials on shelves, carts, and bins, both in high and low locations.
- Must possess the visual acuity needed to read small print on books and labels.
- The person in this position needs to occasionally move about inside the library to access file cabinets, office machinery, etc., including traveling between two stories by stairs or by elevator.
- Must be able to lift and hold items weighing up to fifty pounds. Must be able push fully-loaded carts.
- Must have the hearing ability to communicate with patrons in-person and over the phone.

- Requires frequent operation of a computer and other office machinery such as copy machine, printer, fax machine, and our check-in machine. Manual dexterity and sufficient keyboarding/PC skills to effectively access and input information on the computer.
- Possess the ability to travel between work locations.
- Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is an at-will position. The Belleville Area District Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, protected veteran status, age, sex, sexual orientation, gender identity or expression, height, weight, national origin, disability status, or other classification protected under federal, state or local law.

The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.