

Gary Public Library

220 W 5th Ave,

Gary, IN 46402

An Equal Opportunity Employer

Library Clerk Job Description

Department: Circulation Services

Location: Gary, Indiana

Job Type: Part-time

Hourly Pay: \$13

Reports to: Circulation Supervisor

About Gary Public Library:

Gary Public Library serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

Why Join Us:

If you are passionate about equitable access to books, education, and learning experiences for all, join us at the Gary Public Library where you can serve your community. We offer a collaborative workplace, opportunities for professional growth, and the chance to make a meaningful impact every day.

Job Summary:

The Library Clerk supports the daily operations of the public library by assisting patrons, maintaining library materials, and performing clerical tasks. This part-time position is ideal for individuals who enjoy working with the public and have strong organizational skills.

Key Responsibilities:

- Greet and assist library patrons at the circulation desk

- Check materials in and out using the library's automated system
- Register new library cardholders and update patron records
- Answer basic questions regarding library services, programs, and policies
- Shelf books and other materials accurately and efficiently
- Maintain the order and cleanliness of library shelves and public areas
- Assist with processing new materials and withdrawing outdated items
- Collect fines, fees, and handle cash transactions following library procedures
- Prepare materials for library programs and events
- Perform other clerical duties as assigned by supervisors

Qualifications:

- High school diploma or equivalent required
- Previous customer service or library experience preferred
- Ability to communicate effectively and courteously with patrons and staff
- Basic computer skills and familiarity with office equipment
- Attention to detail and organizational skills
- Ability to work flexible hours, including evenings and weekends
- Physical ability to move materials, bend, and stand for extended periods

Work Environment:

- Indoor library setting.
- Interaction with patrons of all ages, library staff, and volunteers.

How to Apply:

Interested candidates should submit a resume or application to:

hrgpl@garypubliclibrary.org

Applications will be accepted until the position is filled.

Selected candidates will be required to successfully complete a pre-employment drug test and background check as a condition of employment.

*This job description is intended to describe the general nature and level of work performed.
It is not an exhaustive list of all responsibilities and duties required.*