



Addison Twp. Library
1400 Rochester Rd.
Leonard, MI 48367
(248) 628-7180
www.addisontwp.michlibrary.org
Library Director, Jaema Berman

Addison Twp. Library - Library Clerk Position

The Addison Twp. Public Library is a public library of Addison Township, Leonard, Lakeville and Oxford in Zip Code 48370. We are a Class II library servicing a population of 6,608 in northern Oakland County, Michigan. Currently we have an annual budget of \$295,000. We are a small friendly neighborhood library that strives to provide excellent services, collections and technology to improve the wellbeing of our whole community.

Position: Part Time Library Clerk

Hours: 14-20 hours a week. Includes days, evenings, one weekend day. Mondays, Tuesdays, 4-8pm, Wednesdays, 10-4pm, and alternating Saturdays, 10-4pm.

Responsibilities: Checking library materials in/out, helping patrons find materials, shelving books and movies. Collecting fees. Registering new library patrons and maintaining patron records. Computer data entry. Helping patrons download ebooks.

Requirements: Love of reading and working with clients of all ages. Ability to shelve books and push book carts. Ability to lift, bend or stoop in order to sort or shelve materials. Be willing to learn new technology.

Compensation: \$10/hr.to start.

Application: Send completed Job Application-see link below, resume and cover letter due **Sept. 27, 2021** electronically to addisontwplibrary@gmail.com, subject: Library Clerk Position or via mail to:

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