

Senior Clerk I -Regularly Scheduled Non-Exempt Part-Time

Reports to: Director

Up to 17 hours/week.

Major Duties:

- o Process overdue notices and contact patrons
- o Oversee and reconcile cash drawer with director
- o Maintain shelf and collection space; weed collection with director
- o ~~Barcode new materials and track~~ Track new acquisitions
- o Withdraw obsolete, damaged and lost materials
- o Research and follow up on missing/lost items
- o Complete weekly online newsletter with Director
- o Train library clerks and direct clerk tasks and projects as necessary
- o Maintain patron satisfaction if problem arises
- o Check information on new card registrations
- o Book displays
- o Tech assistance to patrons as needed
- o Other duties as assigned by the Director
- o Perform clerk duties as needed

Meeting Obligations: Staff meetings

I certify our Board of Trustees adopted the above on May 19, 2021. Amended 5/15/24, 9/18/24, & 11/20/24

Cate La Barre (PRESIDENT) DATE 11/20/24

GALWAY PUBLIC LIBRARY POLICIES AND PROCEDURES – PERSONNEL

Senior Clerk II - Regularly Scheduled Non-Exempt Part-Time

Reports to: Director

Up to 17 hours/week.

Major Duties:

- All senior clerk I duties
- Barcode and process new acquisitions
- Barcode and process special collections/Library of Things, including designing tracking methods
- Maintain locked cabinets, including processing
- Artist of the Month organization and hanging
- Create flyers as needed for adult programming for in-house & social media
- Create and maintain quarterly welcome letter to new patrons.
- Write quarterly news articles for each of the towns with the director
- Adult program planning with director, as needed
- Inventory of collections, as needed
- Other duties as assigned by the director
- Perform clerk duties as needed

Meeting Obligations: Staff Meeting

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Cate LaBarre (PRESIDENT) DATE 11/20/24

Public Relations Clerk- Hourly Non-scheduled Non-Exempt Part Time

Reports to: Director

3-~~46~~ hours/week, as needed (average of 3 hours per duty)

Major Duties:

This position involves the responsibility for enhancing broad-based community awareness events and news within the greater Galway School District Community. The work involves the production and dissemination of the Galway Get Together.

- o Galway Get Together (GGT) bi-monthly publications and updates

o Create flyers for adult programming for in-house & social media

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Meeting Obligations: None

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Cate La Barre (PRESIDENT) DATE 11/20/24