

## **Circulation Assistant, Part-Time, Dublin Public Library, Dublin, NH**

### **Introducing Dublin, NH**

Warm and welcoming, the town of Dublin has a population of approximately 1,600 and is situated in the artsy and beautiful Monadnock region. The Dublin Public Library first opened in 1901 and is a historic gem celebrating its 125<sup>th</sup> anniversary in 2026.

### **Position Summary**

The Dublin Public Library is searching for a friendly, creative, tech-savvy, and customer-oriented individual to join our team. Candidates will have a demonstrated passion for matching patrons with physical and digital experiences. They should have experience working at the circulation desk, a knowledge of library policies and procedures, be able to interact with our digital resources, and be familiar with our Integrated Library System, Apollo Biblionix. Duties include circulation desk services, cataloging, processing, ILS management, inter-library loans, keeping the library neat and materials in order.

### **Requirements & Qualifications:**

#### **Knowledge, Skills and Abilities**

- Provide exemplary customer service and support the library's values and mission.
- Display excellent interpersonal skills, the ability to communicate effectively and appropriately with people of all ages, and a desire to work in a public service role.
- Foster and maintain working relationships with all members of the library team.
- Ability to work independently, under supervision, and as part of a team.

### **Specific Responsibilities:**

- Open and close the library as directed
- Check in/out books using Biblionix
- Accession new books, magazines, and other content
- Process, catalog, and weed books; general upkeep of the collection
- Staff the circulation desk, conduct tours for groups
- Assist patrons with the computer and internet
- Help implement programs, conduct after-school activities, and story times
- Attend professional development programs virtually or in person
- Work hours as scheduled with the Director

- Team with our volunteers to ensure the best patron experiences.
- Advertise and post information on social media and other digital formats

### **Education and Experience**

Preferred: B.A./B.S. and library para certification, and a minimum of one year of experience in library services.

Acceptable: High School diploma or Associate's degree, library para certificate or attaining one within six months; equivalent combination of training, education, and experience in the library field that provides necessary knowledge, ability, and skills.

### **Physical Requirements**

This position requires the employee to perform processing of books, shelving, lifting up to forty pounds, standing for long periods of time, twisting and turning, kneeling, as well as dexterity movements.

### **Technology, Equipment, and Devices**

This position requires proficiency with computers and commonly used office software, library systems, and databases. The employee must be able to troubleshoot general office equipment and other technologies, as well as post information on various digital platforms frequently.

### **Schedule**

This position will have a set schedule of 18 to 22 hours a week. We are open M/W 10-6, Tu/Th 2-7, and Sat. 9-1. This position will include every other Saturday with the possibility of more Saturdays if needed. With the Director's approval, employees may add more hours per week when others are on vacation or out sick.

### **Hourly Pay**

\$17 per hour, dependent on qualification and experience. This position offers two weeks of sick leave and twelve paid holidays.

For more information, visit the Dublin Public Library website at [www.dplnh.org](http://www.dplnh.org) or call 603-563-8658. The Dublin Public Library is an Equal Opportunity Employer.

Please send your cover letter and resume listing three references electronically to [director@dplnh.org](mailto:director@dplnh.org)

### **URL (Link) to online job description/application**

### **Closing date for submissions**

This position is open until filled. Posted by [director@dplnh.org](mailto:director@dplnh.org) (Karen Madigan) on January 22, 2026