



WITHERLE  
MEMORIAL  
LIBRARY

### **Job Description: Library Substitute**

The library substitute, an on-call, per diem position, works at the circulation desk either in Adult Services or in the Children's Room. When not serving patrons, the substitute works on various small projects to support programming and/or other duties as assigned.

#### **Core Responsibilities:**

- **Circulation Services:** Check materials in and out, process holds, register new patrons, and assist with book processing.
- **Patron Assistance:** Greet visitors, answer phones, and direct inquiries. Provide basic readers' advisory and simple reference help.
- **Technology Support:** Assist patrons with public computers, printers, copiers, scanners, and accessing online catalogs.
- **Stack Maintenance:** Sort, shelve, and shelf-read returned materials. Empty book drops and maintain library tidiness.
- **Facility Operations:** Assist with library opening or closing procedures, receiving packages and help with events.

#### **Qualifications & Requirements**

- **Education:** High school diploma or equivalent.
- **Background Check:** Administered by the Town of Castine and successfully cleared.
- **Customer Service:** Strong interpersonal skills, patience, and a welcoming demeanor.
- **Technical Skills:** Familiarity with automated library circulation software and basic computer troubleshooting.
- **Physical Demands:** Must be able to lift/carry up to 40 lbs, push loaded book carts, and stand or bend for extended periods.
- **Flexibility:** On-call availability, which may require short notice and shifts covering evenings, weekends, or school vacations.