



Library Assistants

Both positions are split between the Children's Room and the Main Circulation Desk

Circulation Desk Duties Include:

Operation of library software and online catalog; shelve materials; inter-library loan; assist the reference desk; keep shelves and displays in order. Other duties as needed.

- Communicate verbally and in writing
- Retrieve and shelve books
- Type and Operate a computer
- Calculate payments on the cash register
- Maintain records
- Operate library machines and equipment
- Lift 25 pounds and push and pull a full book cart
- Ensure patron privacy

Position requires the ability to follow oral and written directions and to deal tactfully and courteously with the public.

Education and Experience:

High School Diploma and preferably some college level study and/or appropriate library experience. Computer experience required.

Position #1

Tuesday 9-1
Thursday 9-1
Friday 10-6
Some Saturdays

Position #2

Monday 5-8
Tuesday 9-5
Wednesday 9-5
Some Saturdays

\$17.38/hour; Evenings & Weekends \$18.00/hour

**You may complete this application or submit
a current resume and cover letter to
director@portsmouthlibrary.org**

**If submitting a resume, address any sections of this application that are not
addressed in your resume in your cover letter.**



Portsmouth Free Public Library
2658 East Main Rd
Portsmouth, RI 02871
401.683.9457 www.portsmouthlibrary.org

Posted: July 20, 2026

Expected start date:
August 31, 2026