



The Newport Public Library is seeking a Borrower Services Assistant to join our team on a part-time basis (15 hours per week).

The ideal candidate will demonstrate exceptional customer service skills, reliability and punctuality, meticulous attention to detail and a love of books and reading. Knowledge of Koha (ILS), Aspen Discovery, and the Dewey Decimal System is preferred; however, training will be provided for the right candidate. A working knowledge of Microsoft Office and Google Workspace is required. Additional software skills are welcome so please include those in your letter of interest.

Reports to: Head of Borrower Services

**Primary Duties:**

- Greet and assist patrons and visitors with questions and concerns.
- Check materials in and out, issue library cards, process fines, and operate the Square register.
- Sort, distribute, and process materials from other libraries, as well as shelve materials.
- Answer phone calls and emails and route inquiries to the appropriate person or department.
- Assist patrons with using the library self-checkout machine as needed.

**Required Skills & Qualifications:**

- High school diploma or GED required. Bachelor's degree preferred.
- Friendly, patient, and tactful with a positive, welcoming demeanor and the ability to handle difficult situations professionally.
- Ability to push book trucks weighing 50+ pounds on slight ramps, and through doorways.
- Must be able to bend, squat, stretch, and retrieve items from high and low shelves.
- Ability to sit and/or stand for extended periods.
- Willingness to follow and enforce library policies.
- Valid driver's license required.
- Previous library experience preferred.

This is a part-time position of 15 hours per week, and includes some evenings and Saturdays. Specific hours are subject to change based on the needs of the library.

**Hours:** Monday 4:30-8:30; Wednesday 2:00-6:00; Friday/Saturday rotation 9:00-5:00. Sunday hours paid at time and a half, in season.

**Pay:** \$18 per hour

**Benefits:** This position includes paid sick leave in accordance with applicable state regulations.

The Newport Public Library is an equal opportunity employer.

To apply, please send a resume and a letter of interest highlighting your relevant work experience to [jobs@newportlibraryri.org](mailto:jobs@newportlibraryri.org). Please also include contact information for three professional references. Applications must be received by June 17, 2026.