



Materials Assistant
Member Services Department
Part-Time-15 Hours per Week

Enjoy what you do while contributing to a Library that makes a difference in people's lives. The Palatine Library District is seeking a part-time **Materials Assistant** to support the organization, flow, and maintenance of our library materials. This role is perfect for someone who is detail-oriented, enjoys working with physical collections, and thrives in a team-focused, member-service-driven environment. You'll help ensure that the library's materials are ready accessible and properly maintained for the community.

How You'll Contribute:

- Check in, rough sort, and shelve all library material
- Answer phones and handle patron inquiries
- Ability to work with efficiency, skill, accuracy and appropriate speed
- Ability to stand for many hours and bend, kneel, squat, and reach above shoulder level
- Must pass library shelving test
- Visit <http://www.palatinelibrary.org/jobs> for a complete job description

You'll Be Successful Because You Have:

- A High school diploma or equivalent preferred
- Six months of customer service experience preferred
- Strong attention to detail and ability to organize/shelve materials using alphabetic and numeric systems
- Ability to work collaboratively, stay calm under pressure, and follow library procedures
- Familiarity with technology (email, internet, Microsoft 365); experience with Polaris ILS is a plus

What We Offer:

- **Hourly Rate:** \$16.98 an hour
- **Schedule:** Tuesday, Wednesday, Thursday 9a-1p
One weekend a month: Saturday 9a-5p and Sunday 12p-5p
- **Benefits include:** personal time, sick, and vacation accrual, holiday pay, and additional compensation for non-English language skills

How To Get Started:

Employment applications are available online at <http://www.palatinelibrary.org/jobs> or any Library location. Please submit a completed application and resume to the Human Resources Department at employment@palatinelibrary.org.

About Us:

Palatine Library District inspires connection, curiosity, and joy. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion.