Library Clerk

Holly Montgomery

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📍 Springfield, IL

Professional summary

Dedicated and efficient Library Clerk with 6+ years of experience providing excellent customer service, managing library resources, and assisting with day-to-day operations. Seeking to contribute to the success of Springfield Public Library in a clerical role.

Experience

Library Clerk

2021 - Now

Springfield Public Library – Springfield, IL /

- Check in and check out books, magazines, and other library materials.
- Manage book inventory, process new acquisitions, and organize shelving.
- Assist patrons with locating and retrieving materials using the library's digital catalog system.
- Provide basic technical assistance and answer general inquiries from library visitors.
- Maintain library spaces by organizing reading areas and ensuring bookshelves were neat and tidy.

Library Assistant

2019 - 2021

Jacksonville Public Library – Jacksonville, IL /

- Processed book loans, renewals, and returns using an automated system.
- Assisted in the preparation of library programs, such as children's reading hours and events.
- Sorted incoming materials and ensured that the library's catalog system was updated regularly.
- Provided customer support to library users, answering questions and resolving minor issues.

Volunteer Experience

Book Sale Volunteer

2020 - Now

Friends of the Springfield Public Library – Springfield, IL

- Assist in organizing and managing book sales to raise funds for library programs.
- Sort and categorize donated books and set up displays for the sale events.
- Engage with customers, answer questions, and process payments.

Education

Associate of Arts in Library Science

Lincoln Land Community College – Springfield, IL

Graduated May 2019

Library Technician Certification

American Library Association

2020

Skills

Library Management Software (Sierra, Koha)	◆◆◆◆◆
Customer Service & Communication	◆◆◆◆◆
Inventory Management	◆◆◆◆◆
File and Document Organization	◆◆◆◆◆
Attention to Detail	◆◆◆◆◆