



Bell Memorial Public Library  
Stephen Boggs, Director  
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## **PART-TIME EMPLOYMENT OPPORTUNITY**

### **AT THE BELL MEMORIAL PUBLIC LIBRARY**

We have a part-time Clerk position (15 hours or less) that is perfect for students now available at the Bell Memorial Public Library in Mentone, In.

Library Clerks do a small amount of many jobs around the Library such as answering the telephone, making photocopies, sending/receiving faxes, checking in/out Library materials, putting away and retrieving materials for Library Patrons.

Computer or Library experience is NOT required. Customer Service and Satisfaction is the Library's main goal and that is what we train our employees to deliver.

Please contact Stephen Boggs, Library Director, at (574) 353-7234 or via e-mail [sboggs@bell.lib.in.us](mailto:sboggs@bell.lib.in.us) .