

Employment Opportunity

Cushman Library, at 28 Church Street in Bernardston, is seeking friendly, vibrant, organized, energetic, hard-working Library Assistants who are proficient in Evergreen Circulation, enjoy working with patrons, love reading and all things library, and have knowledge of item placement, genres of materials, formats and services available, patron privacy, computer literacy, and more, and have the ability to adjust as we move through the months to come and our services morph closer to our pre-COVID form.

Responsibilities Include, but not limited to:

- Circulation -
 - checking materials in and out using Evergreen Circulation
 - shelving materials, reading shelves, and shifting shelves
 - placing/retrieving/processing Network Transfers, ComCat requests, and Mediated ILLs
 - assisting patrons
 - support in the selection of materials to be borrowed, when requested by patrons
 - suggest materials for patrons' consideration, when requested by patrons
 - registering new patrons using Evergreen Circulation
 - withdrawing items using Evergreen Circulation
 - communication regarding materials requests in person, via phone and e-mail
- communication regarding circulation, overdues, and other issues in person, via phone and e-mail
- Reference - answer reference, service, and building-related questions
- Technology Use - assist patrons with all technology available for their use at Cushman, and trouble shoot public and staff ports and equipment, including CPUs, Chrome Bit, photocopier, printer, scanner, etc.
- Help patrons with their use of the online library catalogs, Internet, databases, etc.
- Answer the phone, respond to the needs of callers
- Foster a warm and welcoming environment
- Be respectful and understanding of our patrons' right to privacy
- Perform designated weekly custodial tasks
- Be a hard-working, communicative, and supportive member of our small but mighty staff

*** Applicants must be proficient in Evergreen Circulation.**

We will be hiring two or three Library Assistants, depending on how the applicants' schedules can fit together. These positions are ideal for people who already have a library gig and are hoping to fit additional hours into their schedule. Of course, we are shifting at the moment, as all libraries are, and there will be stages that we pass through as we move toward some level of normalcy. Hours will start out small and grow as our services increase. We are hoping to fit all the pieces together so that we can move forward with qualified staff and reach our destination of fully open, which is months down the road. It's a conversation right now, and our schedule will morph with the right candidates. Let's talk.

Applicants must be available for some portion of either/both of the following days & hours:

- **Wednesdays from 10:00am to 7:30pm**
- **Saturdays from 10:00am to 3:30pm**

Compensation: \$14.24 per hour (FY21)

Applicants should send a cover letter (not just an e-mail), resume, and the contact information for three professional references to cushmanlibrary@gmail.com w/ subject "Library Assistant"