

## Employment Opportunity

Cushman Library is seeking a friendly, vibrant, organized, energetic, hard-working Assistant Librarian who is (preferably) proficient in Evergreen Circulation, enjoys working with patrons, loves reading and all things library, and has knowledge of item placement, genres of materials, formats and services available, patron privacy, computer literacy, and more.

### **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
- registering new patrons using Evergreen Circulation
- withdrawing items using Evergreen Circulation
- tracking overdues, sending out communications regarding seriously overdue and lost library materials, and communicating with patrons regarding these issues

#### **Assist Patrons:**

- support in the selection of materials to be borrowed, when requested by patrons
- suggest materials for patrons' consideration, when requested by patrons
- communication regarding materials requests et al in person, via phone and e-mail
- help patrons with their use of the online library catalogs, Internet, databases, etc.
- communication regarding circulation, overdues, and other issues in person, via phone and e-mail

**Foster a warm and welcoming environment!!**

**Be respectful and understanding of our patrons' right to privacy.**

#### **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.

#### **Supervisory Responsibilities:**

- Oversee Saturday staff on a weekly basis
- Cover for the Library Director as necessary, when possible

**Perform designated weekly custodial tasks**

**Be a hard-working, communicative, and supportive member of our small but mighty staff!**

**\* Applicants for Assistant Librarian must be available every Saturday from 10:00am to 3:30pm. \***

Compensation: \$18.22 per hour (FY23)

Applicants should send a cover letter (not just an e-mail), resume, and the contact information for three professional references to [cushmanlibrary@gmail.com](mailto:cushmanlibrary@gmail.com) w/ subject "Assistant Librarian." This position will be filled as soon as possible.

The first open day for the successful candidate will be Saturday, September 10<sup>th</sup>, contingent upon any training that is necessary.