

Employment Opportunity

Cushman Library, at 28 Church Street in Bernardston, is seeking a friendly, vibrant, organized, energetic, hard-working Library Assistant 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, and have the ability to adjust as we move through the months to come.

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

***Proficiency in Evergreen Circulation is preferred, but we are willing to train the right person.**

***Proficiency in Internet use is a must.**

This would be a great position for someone who is already working in a library but would like a few more hours.

Hours:

- **Every other Wednesday from 3:30-7:30**
- **Every other Saturday from 10-3:30**
- **Opportunities for covering additional hours, as necessary**

Compensation: \$14.74 per hour (FY22)

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"