

## **Part-time Adult Services Librarian**

### **GENERAL STATEMENT OF DUTIES**

Under the direction of the Head of Public Services provides reference services for library patrons.

### **DESCRIPTION OF DUTIES**

Provides reference services and reader's advisory for all library patrons.

Serves as librarian in charge, i.e. supervising staff, addressing patron concerns, and properly opening and securely closing the building.

Assists library patrons in using library equipment such as computers and copiers.

Assists library patrons in ordering materials through interlibrary loan.

Locates and prepares requested library items for patron pick up and van delivery.

Checks in van delivery.

Assists circulation staff when necessary.

### **SCHEDULE**

1-2 Saturdays per month from 9:30 to 5:00 pm

### **EXPERIENCE**

Minimum of three years' related library experience preferred.

### **ADDITIONAL REQUIREMENTS**

The completion of an accredited Master of Science Degree in Library Science.

Pennsylvania criminal, child abuse and FBI background checks required.

To apply, email a cover letter, resume and list of three professional references by February 23, 2018 to:

LaTanya Burno, Director

Marple Library  
[madirector@delcolibraries.org](mailto:madirector@delcolibraries.org)