

Part-time Public 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.

Helps library patrons in ordering materials through interlibrary loan.

Aids with the "Books on the Go" At Home Delivery Service.

Develops and implements some adult programming.

Prepares book displays on a regular basis.

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

Assists circulation staff when necessary.

Cooperation as a team member in performing duties is essential.

SCHEDULE AND PAY

Mondays and Tuesdays from 9:30 to 2:30, Wednesdays 1:00 to 9:00, and a Friday and weekend a month. *Current hours may vary due to the COVID-19 health crisis.* The hourly pay rate is \$21.

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 December 23, 2020 to:
Bridgette Crockett, Assistant Director/Head of Public Services, Marple Library,
mareference@delcolibraries.org