

Part-Time Public Services Librarian

Marple Library is seeking a part-time public services librarian. Under the direction of the Head of Public Services, this position provides a wide range of reference services for all library patrons. This position is part-time up to 19 hours per week, including three evenings per week (4pm – 8pm) and two Saturdays per month.

Qualifications

- Minimum of three years' related library experience preferred.
- Basic knowledge of the functions and resources of the reference department.
- Comprehensive experience with computers and other technology, as well as the ability to assist patrons.
- Must exhibit a professional attitude and be customer service oriented.
- Demonstrated ability to work collaboratively with others and to work independently with minimal supervision.
- Excellent organizational skills.
- Attention to detail.
- Knowledge of Microsoft Office applications.

Responsibilities

- 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 with devices, such as Kindles and Rokus, and various library-related apps.
- Helps library patrons in ordering materials through interlibrary loan.
- 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.
- Assists as needed with adult programs and the library's homebound service.

Educational Requirements

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

Additional Requirements

- Federal Criminal History Record Information
- Pennsylvania State Police Request for Criminal Records Check
- Pennsylvania Department of Human Services Child Abuse History Clearance

Compensation

\$21.00/hour

To Apply

Please submit a letter of intent, resume, and the name, title, and contact information of three professional references to the attention of Bridgette Crockett at mareference@delcolibraries.org

Review of applications will begin immediately and will continue until the position is filled.