



## **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.

Assists library patrons in ordering materials through interlibrary loan.

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

Aids with adult services as needed, including collection development.

Assists circulation staff when necessary.

### **SCHEDULE**

Up to 19 hours per week, including evenings and weekends as needed.

### **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 to:

Bridgette Crockett, Assistant Director / Head of Public Services

Marple Library

[mareference@delcolibraries.org](mailto:mareference@delcolibraries.org)



### **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 evening and weekend shifts as needed.

### **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 services, including collection development.

### **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**

\$22.00/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](mailto:mareference@delcolibraries.org)

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