



### **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 10 hours per week, Monday and Tuesday 9:30am – 2:30pm. Hours may occasionally include evening or Saturday 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, such as programming or 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 by Friday, June 5 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.