

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY AVAILABLE

POSITION TITLE: Substitute Librarian

DEPARTMENT: Adult Services, reporting to Department Head

RESPONSIBILITIES: **Direct public service:** provides positive, pleasant professional service to the public at the Adult Services desk. **Indirect public service:** keeps statistics for reporting; uses current technologies for communication; assists with department services. **Policy:** assists in the development and implementation of library policies and procedures.

REQUIREMENTS: **Minimum:** ALA-accredited Masters in Library Science; familiarity with Windows-based computers, Internet and electronic database searching. Able to lift and bend. Able to push or pull carts weighing at least 20 lbs. Ability to work effectively and enthusiastically with public and staff. **Desirable:** Public library work experience. Knowledgeable of adult reader's advisory services, major non-fiction interests of adults, and other related materials.

HOURS: Occasional; including weekdays, evenings and weekends.

WAGE & BENEFITS: \$17.81 per hour; increase possible upon successful achievement of proficiencies. Time and one half is paid for Sunday hours.

APPLICATION DUE: Open until filled.
TO: Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Hills, MI 48302
248.642.5800
Email: careers@btpl.org

*Bloomfield Township Public Library is your community resource for a world of information...
To learn more about us, visit our web site: www.btpl.org*

ADULT SERVICES SUBSTITUTE LIBRARIAN
TYPICAL WORK DAY'S TASKS

A typical work day for the Adult Services Substitute Librarian **may** include:

- instruct patron in the use of reference tools
- explain library policies regarding holds
- instruct patron in use of new Innopac library catalog
- suggest additional titles for patron in specific genre
- help patron evaluate results from Internet search on public access computers
- assist fellow on-desk staff with in-depth or hard-to-find reference questions
- consult with monitor regarding disruptive patron
- answer telephone inquiries for materials, asking page staff to locate items
- encourage and oversee pages in absence of immediate supervisor
- register patrons for book clubs and other programs
- assist department with development of bibliographies and other patron tools
- carry out in-depth research for an e-mailed question