

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### EMPLOYMENT OPPORTUNITY AVAILABLE

POSITION TITLE: Substitute Librarian

DEPARTMENT: Youth Services, reporting to Department Head

RESPONSIBILITIES: **Direct public service:** provides positive, pleasant professional service to the public at the Youth 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 children, public and staff. **Desirable:** Public library work experience. Knowledgeable of children's literature 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 FAX: 248.642.4175  
Email: [careers@btpl.org](mailto:careers@btpl.org)

*Bloomfield Township Public Library is your community resource for a world of information and knowledge. To learn more about us, visit our web site: [www.btpl.org](http://www.btpl.org)*

## YOUTH SERVICES SUBSTITUTE LIBRARIAN TYPICAL WORK DAY'S TASKS

A typical work day for the Youth 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
- assist parents and caregivers in the selection of age- and interest-appropriate recreational reading
- assist teachers in the gathering of resource materials for classroom unit
- register preschool patrons for programs
- register patrons for summer reading program