

Part-time Assistant Librarian – Technical Services
Hollis Social Library
Hollis, NH

The Hollis Social Library has an opening for an Assistant Librarian position, working 19 hours per week. This job requires working one evening per week and one weekend on a 4 week rotation. The primary area of responsibility for this job is cataloging all new adult books, audiobooks, DVD's and magazines for the library. Other duties include processing of Interlibrary loans and assisting the Director with statistics.

Details of this job include but are not limited to:

1. Responsible for managing the cataloging process, procedures, and tools for the Hollis Social Library.
 - a. Experience doing original cataloging and copy cataloging.
 - b. Enter library specific cataloging information on new items received from the book vendor.
 - c. Review MARC records for completeness and accuracy.
 - d. Process new materials including but not limited to: labeling, barcoding, covering.
 - e. Familiarity with the latest cataloging trends.
 - f. Familiarity or willingness to learn how to use online acquisition tools.
 - g. Establish a good working relationship with the NH State Librarians responsible for The New Hampshire Union Public Access Catalog (NHAIS System) shared by all NH libraries.
2. Assisting the Adult Services Librarian with ordering, tracking and processing Interlibrary Loans.
3. Assisting the Director in updating and generating statistical reports.
4. Work at the Circulation Desk assisting patrons, checking items in/out, issuing new library cards and taking hold requests.

Teamwork is very important so we will be looking for the following qualities in the next member of our team:

- Values a team environment, supports coworkers with the best interest of the library in mind.
- Willingness and interest to learn new things and share what they learn.
- Strong customer service skills and positive attitude.

Qualifications for this position are: Individual must have a Bachelor's Degree; 2 or more years' experience working in a library setting; knowledge of Dewey Decimal System; familiarity with Library Management Systems; Cataloging expertise; working knowledge of MS Office Products; strong people skills; attention to detail; self-starter; sense of humor. Expected to work nights and weekends. Desirable: MLS Degree or attending school to earn degree.

Closing Date: 10/31/2019 or when a suitable candidate is found.

Salary Range: \$12.50-\$14.00/hour plus Sunday differential.

If you are interested in applying for this job, mail your resume and cover letter to:

Hollis Social Library
P.O. Box 659
2 Monument Square
Hollis, NH 03049
Attn: Laura Klain, Director

If you would prefer to email your information, send it to:
director@hollislibrary.org with a subject heading of Assistant Librarian Position.