

# **Employment Opportunity**

Cushman Library, at 28 Church Street in Bernardston, is seeking a friendly, vibrant, organized, energetic, hard-working Library Assistant who enjoys working with patrons, loves reading and all things library, and who has knowledge of item placement, genres of materials, patron privacy, and computer literacy.

## **Responsibilities Include, but not limited to:**

- Circulation -
  - checking materials in and out using Evergreen Circulation
  - shelving materials
  - placing/retrieving/processing Network Transfers/Interlibrary Loans
  - assisting patrons
    - supports in the selection of materials to be borrowed, when requested by patrons
    - suggests materials for patrons' consideration, when requested by patrons
  - registering new patrons using Evergreen Circulation
  - withdrawing items using Evergreen Circulation
  - communication regarding circulation, overdues, and other issues
- Reference - answers reference, service, and building-related questions
- Technology Use - assists patrons with all technology available for their use at Cushman, and trouble shoots public and staff ports
- Helps with use of the online catalog, Internet, databases, etc.
- Answers the phone, responds to the needs of callers
- Fosters a warm and welcoming environment
- Is respectful and understanding of our patrons' right to privacy

**\* It is preferred that applicants be proficient in Evergreen Circulation, however, we will train the right person.**

**Applicants must be available for the following days and hours:**

- Every Wednesday from 3:30 to 7:30pm
- Two Saturdays per month from 10:00am to 3:30pm
- Other hours occasionally available

**Compensation: \$13.34 per hour**

**Applicants should send a cover letter, resume, and the contact information for three references to:**

**cushmanlibrary@gmail.com with subject line "Library Assistant"  
or Cushman Library, P.O. Box 248, Bernardston, MA 01337**