

Employment Opportunity

Cushman Library, at 28 Church Street in Bernardston, is seeking a friendly, vibrant, organized, energetic, hard-working Assistant Librarian 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 who would like to join the small staff of a busy rural library and be a part of a team.

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
- Processes and tracks the bills for overdue materials
- 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

*** Proficiency in Evergreen Circulation is greatly desired, although we will train the right applicant.**

During this challenging time, hours will vary according to services offered and are subject to change as necessary, but we will be cognizant of staff availability. The "normal" schedule for this position is every Saturday, with the possibility of other hours, however, this is not a normal time. Once the COVID-19 crisis has passed, or services evolve, the schedule will more closely resemble "normal." Applicants should be prepared to work Saturdays.

Compensation: \$16.61 per hour during FY21

Applicants should send a cover letter (not just an e-mail), resume, and the contact information for three references to:

cushmanlibrary@gmail.com with subject line "Assistant Librarian"

Please Note: Following these directions, or not, will be noted.