

White Lake Township Library  
7527 E. Highland Road  
White Lake MI 48383  
248-698-4942 (p), 248-698-2550 (f)  
[www.whitelakelibrary.org](http://www.whitelakelibrary.org)

### Employment Opportunity

- Position: Public Services Librarian  
Part-time, professional position
- Pay rate: MLIS degree - \$16.50 - \$18.00 an hour based on experience and education  
Student in MLIS program - \$15.00 an hour
- Hours: 16 hours per week including evening and Saturday hours, with possibility of additional substitute hours
- Benefits: Hourly position, including pro-rated vacation, sick and personal business leave
- Responsibilities:
- Offer excellent customer service while providing reference and reader's advisory services for adults, teens and children
  - Locate materials throughout the library building and cooperative (TLN) using the Enterprise catalog or within the MelCat system
  - Assist library patrons in materials selection
  - Assist library patrons with downloadable digital resources such as eBooks and audio eBooks on various devices
  - Follow and enforce all library rules, policies, procedures and patron privacy laws
  - Perform other duties as assigned
- Qualifications:
- ALA-accredited MLIS degree or significant progress in MLIS program
  - Ability to provide professional reference and reader's advisory assistance for adults, teens and children
  - Computer literacy including use of databases and Microsoft Office applications; ability to teach others these same skills preferred
  - Enthusiasm and commitment to public service excellence
  - Ability to work effectively with public and other library employees
  - Strong interpersonal, communication and technology skills
  - Public library experience preferred
- Deadline: July 20, 2015 or until position is filled
- Application: Resume and completed [application form](#).
- Send or email to: Amy Rosen  
Head of Adult and Reference Services  
White Lake Township Library  
7527 E Highland Road  
White Lake MI 48383  
[arosen@whitelakelibrary.org](mailto:arosen@whitelakelibrary.org)

The White Lake Township Library is an equal opportunity employer.