



Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

Ph. 248-437-6431

Fax. 248-437-6593

Web. www.sssl.info

The Salem-South Lyon District Library is currently seeking multiple part-time substitute librarians. The position requires the ability to work hard, have fun, and provide amazing service.

JOB TITLE: Substitute Librarian

JOB CLASSIFICATION: Part-Time; No Benefits

SALARY RANGE: \$16.87/hour

HOURS: As needed—including days, nights, and weekends. Strong emphasis recruiting those available to work Sunday beginning January 3rd, 2016.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The substitute librarian is under the general supervision of the Youth Services Department Head and is responsible for providing professional library service at the reference desk. This includes:

- Answering reference questions (in person and on the phone), including providing reader's advisory, by making practical use of available library resources.
- Locating materials in the collection using the Enterprise Catalog and other databases, such as MeLCat.
- Using discretion when handling inquiries that are confidential or sensitive in nature.
- Placing items on hold for customers
- Other computer-related tasks, such as but not limited to, providing basic technology instruction to customers, including Internet navigation and use of Microsoft Office programs (Word, Excel, etc.).
- Assist customers with downloadable digital resources, such as eBooks and audio eBooks, on various devices.
- Follow and enforce all library rules, policies and procedures, and patron privacy laws.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Candidates should be enthusiastic and energetic with a desire to provide excellent service to customers of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies. Applicants must have:

- Master's Degree in Library Science from an ALA accredited institution
- Eligibility for appropriate Michigan Library certification
- Flexible schedule with evening and weekend availability
- Excellent and proficient computer literacy and internet searching skills
- Ability to effectively communicate ideas and information both in written and oral form
- Ability to work independently as well as on a team
- Ability to meet, communicate with, and deal with people effectively



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PREFERRED QUALIFICATIONS:

- Minimum of a year of relevant library experience
- Familiarity with OverDrive/Download Destination, e-readers, and other new and emerging technologies.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

TO APPLY:

Email [application](#), cover letter and resume to:
Doreen Hannon, Library Director
Salem-South Lyon District Library
dhannon@ssdl.info

Applications will be accepted until positions are filled.

THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN "AT WILL," EQUAL OPPORTUNITY EMPLOYER.