

White Lake Township Library
7527 E Highland Road
White Lake MI 48383
Phone: 248-698-4942 Fax: 248-698-2550
www.whitelakelibrary.org

Employment Opportunity

Position: Public Services Librarian
Part Time, professional position

Pay rate: MLIS degree - \$17.50 - \$20.00 an hour based on experience and education
Student in MLIS program - \$16.00 an hour with significant progress towards degree

Hours: 24 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 library 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
Collection development. Select and order materials for adult collection based on reviews, catalogs, recommendations, and patron requests
Follow and enforce all library rules, policies, procedures and patron privacy laws
Assist with maintenance of Library online resources including webpage development
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: April 18, 2018. Anticipated start date mid May 2018

Application: Resume and completed application form. The application form is available at:
[Employment Application](#)

Send or email: Amy Rosen
Head of Adult and Reference Services
White Lake Township Library
7527 E Highland Road
White Lake MI 48383
arosen@whitelakelibrary.org

The White Lake Township Library is an equal opportunity employer.