

Part-Time Information Services Librarian
Oradell Free Public Library (Oradell, NJ)

The Oradell Public Library is seeking a part-time Information Services Librarian starting January 2024

Responsibilities include:

Reference and Technology Services

- Answer reference questions from the public and staff of the Library
- Provide Readers' Advisory
- Lead Adult book discussion groups and assist in planning other Adult programming
- Plan and conduct basic computer classes, resume writing services, and other job-seeking services
- Maintain computer hardware and software
- Assist at circulation desk as needed
- Additional duties to be assigned

Collection Development

- Participate in selecting and ordering Adult fiction books and non-fiction books.
- Participate in weeding library collection as assigned

Public Relations:

- Mount exhibitions in display cases
- Mount displays of library materials in conjunction with other staff
- Help maintain library website and other social media

Qualifications:

- Candidate must possess a MLS or its equivalent from an ALA-accredited institution. Will consider student currently pursuing a MLS or its equivalent from an ALA-accredited institution.
- Familiarity with Internet resources and MS Office is required
- Working knowledge of the BCCLS system preferred.

This position is twenty-five (25) hours per week including one evening and two Saturdays. Reports to Director. Salary commensurate with experience.

Please email in **one** document attachment a cover letter, a resume, and three references (including telephone numbers and email addresses) with "Information Services Librarian - <YOUR NAME>" as the Subject line to oradelllibrary@gmail.com.

The Oradell Free Public Library is looking to hire an intelligent, energetic person to serve as part-time Information Services Librarian. The position is available immediately. Please submit cover letter, resume, and references to John J. Trause, Director, trause@bccls.org by Friday, May 25, 2012.

BCCLS experience a plus. Familiarity with Internet resources and MS Office is required.

Candidate must possess a MLS from an ALA accredited institution. Will consider student currently pursuing his/her MLS from an ALA accredited institution.

The part-time position is 25 hours per week including one evening and two Saturdays. Reports to Director. Salary commensurate with experience.

Specific duties include but are not limited to the following:

- Answer reference questions
- Provide Readers' Advisory
- Lead Adult Book Discussion Group and plan other Adult Programming
- Plan and conduct basic computer classes
- Maintain computer hardware and software
- Help maintain library website
- Assist at Circulation Desk as needed
- Weeding library collection as assigned
- Additional duties to be assigned.