

Job Announcement

TITLE: Information Services Librarian (Intralibrary Loan) AR 2107, Grade 6

SUPERVISOR: Head of Information Services

REQUIREMENTS: Master's degree in Library Science from an ALA-accredited program OR eligibility for Librarian Certificate 3 in Indiana and an equivalent combination of education and experience in public or reference service. Interest and ability in working with the public. Ability to work independently. Attention to detail. Computer literacy.

SALARY: \$35,872

USUAL HOURS: Full Time Position. 38 hours per week. Includes evenings and Saturdays.

MAJOR TASKS: Responsible for providing Intralibrary Loan Service and for searching requested materials for adults. Responsible for general reference duties and for answering informational and directional questions placed in person, by telephone, by letter or by e-mail using library and community resources. Assist patrons in locating information and materials. Assist patrons in use of the computers, OPACs, microfilm equipment, scanner, fax machine and photocopier. Provide Reader's Advisory Service. Locate requested items by checking shelves, online catalog, and placing holds on the record. Assist the Division Supervisor with the selection of new materials and requested items which cannot be filled because of missing, billing, or long overdue status. Weed book sections as assigned. Notify the Acquisitions Specialist of requested items which are on order. Keep informed of developments in library field through reading and participation in professional activities and meetings. Perform other tasks assigned by Division Supervisor.

DATE AVAILABLE: Application start date June 21, 2017 until position filled.

APPLICATION PROCEDURE: **Send a resume and cover letter to:**
Whitney Chapman, Administrative Services Manager
564 State Street Hammond IN 46320
Email Chapmw@hammond.lib.in.us