

JOB ANNOUNCEMENT

- TITLE:** Information Services Librarian (Interlibrary Loan)
- REQUIREMENTS:** Master's degree in Library Science from an ALA-accredited program, OR eligibility for Librarian V Certificate in Indiana, and an equivalent combination of education and experience in public or reference service. Ability to work independently. Attention to detail. Computer literacy. Interest and ability in working with the public.
- LOCATION:** Information Services
- SALARY:** \$37,872
- USUAL HOURS:** 38 hours per week, including Saturday's and evenings
- MAJOR TASKS:** Answer information and directional questions placed in person, by telephone, by letter, by e-mail, and by fax using library resources, as well as community resources. Assist patrons in locating information and materials. Schedule, monitor, and assist Internet users. Assist patrons in the use of computers, OCLC, microfilm/microfiche equipment, and photocopier. Provide Reader's Advisory service.
- Responsible for Interlibrary Loan operation including directing the work of the Clerical Assistant.
- Develop and implement patron programming.
- Keep informed of developments in the library field through reading and participation in professional activities and meetings.
- Perform other tasks assigned by Division Supervisor
- DATE AVAILABLE:** Immediately
- SUPERVISOR:** Head of Resource Services
- APPLICATION PROCEDURE:** Those interested in this position should send their résumé and cover letter to Whitney Chapman, Administrative Services Manager, CHAPMW@HAMMOND.LIB.IN.US

*NOTE: This is not a detailed description of every task and the Library may add or change the tasks.