

JOB ANNOUNCEMENT

TITLE: *AR 2111A, Info. 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.*

SALARY: \$36,948

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. Assume responsibility for the library system in the absence of a supervisor and when working as the senior staff member in Information Services. Perform opening and closing procedures as scheduled*

USUAL HOURS *38 hrs. per week. Must be able to work two nights a week and scheduled weekends in Information Services.*

DATES TO APPLY: *Mar. 27, 2018 until position filled.*

APPLICATION *Applicants must submit a resume and cover letter to Whitney Chapman, Administrative Manager, via email, chapmw@hammond.lib.in.us*

