

Part-Time Reference Librarian Position – Berkeley Heights Public Library

This position requires one Saturday and one Sunday per month except during July and August and a minimum of one evening per week. Other hours to be scheduled but may include: Tuesdays 8:45 am-1 pm, Wednesdays 5-9 pm, Thursdays 5-9 pm. We are looking to hire for 12-15 hours a week.

The successful candidate will be enthusiastic, flexible and able to problem solve independently. Excellent customer service skills and a team player attitude are a must. Experience and capacity for working with a diverse public to provide outstanding reference and service for adult patrons is required. If you are patient, respectful, resourceful, a self-starter, technically adept and adaptable, then this position is for you!

Typical responsibilities include, but are not limited to:

- Searching the library's catalog, local libraries' catalogs and JerseyCat, the Inter-library loan system in order to locate library materials for patrons
- Assisting patrons with downloading ebooks, audiobooks, magazines, films and music from several sources
- Answering reference questions in person, by email, phone and text; providing assistance to Children's & Teens when the Youth Services Librarian is not present
- Providing reference and readers' advisory services in selecting library materials
- Helping patrons use the public library catalog, public internet computers; the copier/printer/scanner, and the library's research databases and online resources
- Participating in collection development, ordering new items for the Non-fiction collection and weeding the Non-Fiction and Reference collection
- Assisting with programs and special projects as needed

Qualifications:

MLS/MLIS degree from an ALA accredited institution and a New Jersey Librarian's Certification are required.

Prior public library experience is required.

Skilled in Microsoft office applications; familiarity with TLC, our ILS and Envisionware PC Reservation would be a plus.

To apply:

Email a cover letter and resume to lwernett@bhplnj.org, open until filled, **preference for applications sent by December 20th.**