

Columbia County Traveling Library

702 Sawmill Rd. Ste. 101, Bloomsburg, PA 17815 | info@cctllibrary.org | 570-387-8782 | www.travelinglibrary.org

TECHNICAL SERVICES LIBRARIAN JOB DESCRIPTION

(Part-Time, Associate Librarian)

The Technical Services Librarian works 6 or more hours per week, as funding permits, to provide technical services, primarily at the central County Library. The position requires well-developed technical skills with a variety of online information systems as well excellent communications skills with co-workers and diverse people who use the library. This staff person is responsible for working closely with the Library Director and Operations Manager to catalog books and coordinate the acquisition and processing of books. They will also provide basic public services at the County Library service desk with occasional need to cover the bookmobile. Driving the Bookmobile is not required.

Responsibilities

- Add new books to the library catalog in accord with cataloging standards and local procedures and practices
- Evaluate and update existing catalog records
- As part of a team, coordinate the acquisition and processing of new library materials, including mylar and vinyl book coverings and CD cases
- Cover regular public service shifts on the Bookmobile and at the County Library, including checking out books, checking in books, managing book requests, and answering patron questions
- Assist patrons with using online library resources and e-book software and hardware
- Follow patron service workflows so that the right book gets to the right person in the right place at the right time
- Support book sales and occasional special events which may happen on evenings and weekends
- Fill in for other staff when needed, to the extent possible
- Six hours of continuing education per year
- Additional duties as required

Requirements

- Cataloging experience and/or significant experience with data entry in information systems
- Demonstrated expertise with Microsoft Office and Google Workspace applications, as well as Internet technology like Zoom, Canva, website management platforms, and database systems
- Demonstrated experience serving the public, with a commitment to quality service
- Must support the mission, vision, and values of the library
- Must be able to stoop and use a stepstool to reach bookshelves
- Must be able to lift book containers which are typically 20-30 pounds
- Must maintain strict confidentiality with patron and financial records

- Must obtain child abuse and criminal history clearances
- Must serve as a mandated reporter and participate in relevant training
- Must have a bachelor's degree and/or relevant work experience
- Preferred: Familiarity with adult and children's literature

Compensation is \$13-\$15 per hour with 10 hours of paid vacation and 16 hours of paid time off. There is flexibility to take unpaid leave with approval by the Director. Hours should be consistent, but can go up or down based on fundraising success. The position reports to the Director of the Traveling Library and works closely with a team.

The Columbia County Traveling Library Authority does not discriminate in employment on the basis of race, color, age, religion, sex, national origin, political affiliation, sexual orientation, gender identity or expression, marital status, parental status, disability, genetic information, or other non-merit factors.

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OUR VISION

A connected community of readers, learners, and volunteers across Columbia County.

OUR MISSION

The Columbia County Traveling Library provides quality library services in underserved rural areas. Through the bookmobile, branch libraries, and the online library, we build strong communities by offering access to books, information, and lifelong learning opportunities for all.

OUR VALUES

Personalized Service

We take time to get to know community members so we can provide a customized library experience by recommending books, answering questions, anticipating needs, and offering programs that inspire and delight.

Community Ownership

Our library is a shared community effort by the people for the people, with financial and volunteer support from individuals, organizations, municipalities, and businesses. We share this important resource with each other.

Literacy & Lifelong Learning

The Traveling Library is a resource that educates, engages, and enlivens people at all stages of life.

Free Exchange of Ideas

We welcome each person equally and help them find the information they need while honoring their privacy and individuality. As a public library, our mandate and mission is to serve the whole community, with no censorship or barriers related to perspectives or points of view. We encourage community conversations in which differing opinions are aired in an atmosphere of civility and respect.

Respect for Diversity

The Columbia County Traveling Library is committed to fostering an environment that is safe, positive, and respectful for all library users, employees, and community members. We pledge to serve our community without bias in regard to individual characteristics of any kind, including but not limited to heritage, nationality, race, ethnicity, immigrant status, religion, beliefs, age, gender, sexual orientation, gender identity or expression, education, veteran status, income, and physical or mental capabilities.

Collaboration

Whenever possible, we offer our support and partnership to organizations which serve Columbia County, including service agencies, schools, pre-schools, and other libraries. Our resources and services are available to help community organizations with a shared mission.

Good Stewardship

We use community funds wisely, adhering to high standards and best practices. We take good care of our resources and strive for sustainable funding for our future.