

# Columbia County Traveling Library

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

## ASSISTANT LIBRARIAN JOB DESCRIPTION

### (Part-Time, Assistant Librarian)

The Assistant Librarian works, as funding permits, to provide public library services across three sites, including the Bookmobile, the central County Library, and the N4Cs Library at the community center in Benton. The position requires excellent communications skills with diverse people who use the library and computer expertise to manage checking books in and out and updating catalog and patron records. Most of the work involves staffing the library service desk at the County Library and helping with behind the scenes processes related to fulfilling requests by patrons, following up on overdue items, interlibrary loan, and covering new books.

### Responsibilities

- Provide personalized service based on relationships with library users
- Cover regular public service shifts at the County Library, and occasionally on the Bookmobile, including checking out books, checking in books, managing book requests, and answering patron questions
- Assist with the process of obtaining and returning books through interlibrary loan
- Follow up on overdue library items using an established process
- Assist patrons with using the online library catalog and online library resources
- Follow patron service workflows so that the right book gets to the right person in the right place at the right time
- Process new library materials as needed, including mylar and vinyl book coverings and CD cases
- Support book sales and occasional special events which may happen on evenings and weekends
- Help volunteers complete projects
- Fill in for other staff when needed, to the extent possible
- Three hours of continuing education per year
- Additional duties as required

### Requirements

- Demonstrated experience serving the public, with a commitment to quality service
- Demonstrated expertise with computer-based systems, including confidence using Internet browsers and Windows software
- A love of reading and the ability to develop familiarity with popular adult and children's books and authors
- Must be reliable
- 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
- Does NOT require driving the bookmobile

Compensation starts at \$12 per hour with one week of paid vacation (based on the average weekly schedule) and 16 hours of paid time off. There is flexibility to take unpaid leave with approval by the Library Director. Hours should be consistent, but can go up or down based on fundraising success. The position reports to the Library Director 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 factor.*

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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

ensorship 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.