



## Library Assistant–Circulation

We are looking for a part-time Library Assistant for the Circulation Department. They will report to the Circulation Department Head. The candidate will check in and out materials, register patrons for library cards, collect money for fees and answer the telephone. You must have the ability to maintain confidentiality of private information. You must have good customer service and phone skills.

This is a 36 hour a week position. It requires a high school diploma or GED equivalent. The starting wage is \$9.50 an hour.

Two years of library experience preferred and expertise with an automated library system. Applications will be accepted until the position is filled. To apply, mail or e-mail your resume and completed [Employment Application](#) to:

Diane Mehl  
Circulation Department Head  
6123 Central City Parkway  
Westland MI 48185  
diane.mehl@westlandlibrary.org  
Fax: 734-595-4612

### Applications for Employment:

For consideration for a position as a Supervisory Librarian, Reference Librarian or Children's Associate, please submit a professional resume, meaningful cover letter and list of references.

NOTE: Applications for non-page positions are *only* accepted when positions are available. Page applications are always accepted.

### About Seeking Employment at the Public Library of Westland:

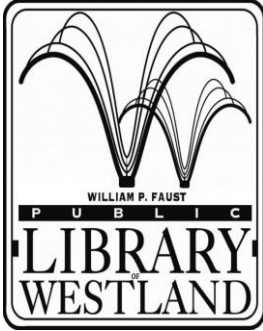
The Public Library of Westland is an equal opportunity, at-will employer. As positions open, they will be posted above.

**Page Positions:** Students seeking employment must be at least 14 years of age and be prepared to submit a work permit upon request.

**Non-Page Positions:** Applications for non-page positions are only accepted when a position is available. Applicants for non-page positions must include a resume with their application. References will be requested from finalists only.

Completed applications can be delivered to the Library in person, or mailed to:

Administrative Assistant  
Public Library of Westland  
6123 Central City Parkway  
Westland, MI 48185-9118



**Public Library of Westland**  
6123 Central City Parkway, Westland, MI 48185  
734-326-6123 [www.westlandlibrary.org](http://www.westlandlibrary.org)

**Application for Employment**

Date: \_\_\_\_\_

**Personal Information**

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Instructions**

1. Please provide all pages of this application fully. Use additional sheets if necessary. All information provided will remain confidential.
2. Please type or use a blue or black pen. Print neatly. Incomplete or illegible applications will not be processed.

**The Public Library of Westland is an Equal Opportunity, At-Will Employer**

## Job Listings

I would like to be considered for: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Either  
 Mark the positions in which you are interested. Applications will be kept on file for one year.

Classification	Desired Education	Experience Required
___ Administrative Assistant	High School Diploma/GED	5 years
___ Computer Page	High School Diploma/GED	Computer literate
___ Department Head	Bachelor's Degree/MLS	3 years
___ Director	MLS	10 years
___ Librarian	MLS	3 years
___ Library Assistant	High School Diploma/GED	2 years
___ Library Associate	Bachelor's Degree	2 years
___ Maintenance Assistant	High School Diploma/GED	3 years
___ Page	Minimum Age – 14 years	None
___ Systems Technician	Associates Degree	3 years

## Education

Highest Grade Completed: \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_ 13 \_\_\_ 14 \_\_\_ 15 \_\_\_ 16 \_\_\_ 17+

Name	Address/Phone	Dates		Graduated? Degree
		Start	End	
High School		Start	End	
College		Start	End	
Graduate		Start	End	
Technical/Other		Start	End	

## Activities and Organizations

Please list any job-related organizations, clubs and/or activities in which you were involved, except those that indicate race, color, religion, national origin, ancestry, sex, or age.

## Computer Experience

Please specify any software/version with which you are familiar  
 Operating Systems:    \_\_\_ Windows    \_\_\_ Macintosh    \_\_\_ UNIX/LINUX

Application Type	List all applicable software, including manufacturer and version
Word Processor	
Spreadsheet	
Database	
Other	
ILS (Library Automation System)	

## Previous Employment

Please list your previous employers, starting with the current or most recent

Company/ Address	Position/ Wage	Supervisor Name/Phone	Start/End Hours/Week	Reason for Leaving
			Start                      End	
May we contact? ___ Yes ___ No	Pay Rate \$ _____		Hours per week _____	
			Start                      End	
May we contact? ___ Yes ___ No	Pay Rate \$ _____		Hours per week _____	
			Start                      End	
May we contact? ___ Yes ___ No	Pay Rate \$ _____		Hours per week _____	
			Start                      End	
May we contact? ___ Yes ___ No	Pay Rate \$ _____		Hours per week _____	

