The Library Network Newsletter
April 25, 2016

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Position is responsible for the performance of routine tasks involved in the sorting of library materials, supplies and equipment. Positions are part-time.

DISTINGUISHING FEATURES:
Operates under the general supervision of the Distribution Supervisor, but most of the time is remote from any direct supervision.

EXAMPLES OF WORK: (Illustrative only)
Responsible for sorting library materials, placing material into the proper bin, loading bins at or below chest/shoulder level. Pushing full bins down the conveyor line, lifting bins onto cart, stacking bins four high, preparing stacked bins for loading on to the delivery vehicles. Also, unloads bins full of materials from delivery vehicle. Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, ABILITIES:
1. Reliability and mature judgment are essential.
2. Ability to communicate effectively, and to relate well with other staff members.
3. Ability to carry out verbal and written instruction.
4. Ability to lift to chest level and carry delivery tubs weighing up to 65 pounds.
5. Ability to work cooperatively with other sorting staff to unload returning delivery trucks.
6. Ability to sort by numeric and alpha codes.

QUALIFICATION FOR APPOINTMENT:
• High school diploma or G.E.D. holder

HOURLY RATE: $10.56

SCHEDULE: Monday, Wednesday, Friday 3 p.m. – 11 p.m.

BENEFITS:
Vacation, sick and holiday time. Municipal Employees Retirement System.

CITY OF BERKLEY
Public Library
3155 Coolidge Highway
Berkley, MI 48072
248-658-3440

JOB POSTING: SUBSTITUTE LIBRARIAN (as needed)

The City of Berkley is seeking a substitute librarian to work at the Berkley Public Library. The position reports to the Library Director and is responsible for the following duties:

- Provide reference assistance and reader's advisory to library patrons of all ages.
- Assist patrons in the use of computers and technology (internet, productivity software, downloads, devices, etc.).
- Other tasks as assigned.

Successful candidates will meet the following requirements:

- Master of Library and Information Science from an American Librarian Association-accredited program, or graduation from such program within six months.
- High level of commitment to provide superb customer service to library users of all ages.
- Familiarity with a range of authors, genres, and subjects.
- Ability to problem-solve technology issues and to assist patrons in the use of technology (internet, productivity software, downloads, devices, etc.).
- Willingness to work a varied schedule including nights and weekends.

Compensation: $16-18 per hour

Application deadline: Monday, May 16, 2016 by 5:00 p.m.

A complete job description and application are available online at www.berkleymich.org. Qualified applicants are encouraged to send a completed application, resume, cover letter, and three professional references to:

Matt Church, Library Director
Berkley Public Library
3155 Coolidge Hwy.
Berkley, MI 48072
mchurch@berkley.lib.mi.us

The City of Berkley is an Equal Opportunity Employer.
City of Berkley: Berkley Public Library
Job Description

LIBRARIAN

Supervised by: Library Director
Supervises: No supervisory responsibility

Position Summary:
Under the supervision of the Library Director, performs a wide variety of professional librarian duties associated with service to the public, collection development, and general library operations. Provides reference and/or information services to patrons and assists groups and individuals utilize the library and its offerings.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Provide reference assistance and reader’s advisory to library patrons of all ages.
- Select, develop, and maintain collections as assigned.
- Plan, prepare for, and present programming and book discussions that meet the needs and interests of the community.
- Assist patrons in the use of computers and technology (internet, productivity software, downloads, devices, etc.).
- Problem-solve computer and technology issues.
- Understand and apply library policies.
- Provide outreach to the community and seek partnership opportunities with community organizations.
- Attend staff meetings, professional meetings, and workshops for continuing education.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:
- Master of Library and Information Science from an American Librarian Association-
accredited program, or graduation from such program within six months.

- Possess or be eligible for Library of Michigan certification.
- Knowledgeable of the principles and practices of professional librarianship.
- Work related or volunteer experience interacting with the public.
- High level of commitment to provide superb customer service to library users of all ages.
- High level of energy and self-motivation.
- Familiarity with a range of authors, genres, and subjects.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with employees, professional contacts, co-workers, and the public.
- Ability to problem-solve technology issues and to assist patrons in the use of technology (internet, productivity software, downloads, devices, etc.).
- Ability to work cooperatively with library staff and volunteers in a team environment.
- Ability to communicate effectively with a diverse population.
- Ability to work under pressure, with frequent interruptions, and changes in work priorities.
- Willingness to work a varied schedule including nights and weekends.

**Physical Demands:**
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person, on the phone, and electronically. The employee is frequently required to view and produce documents, spreadsheets, and electronic communication. The employee is frequently required to access and retrieve materials that vary in weight, size and shape and may be located at heights ranging from floor level to over-head level. The employee is frequently required to access various locations within the library. The employee must prepare rooms for programs include setting up or moving tables and chairs as needed. The employee must frequently lift, push, and/or move items up to 25 pounds.
CITY OF BERKLEY
Public Library
3155 Coolidge Highway
Berkley, MI 48072
248-658-3440

JOB POSTING: LIBRARIAN (part-time)

The City of Berkley is seeking a part-time librarian to work at the Berkley Public Library. The position reports to the Library Director and is responsible for the following duties:

- Provide reference assistance and reader's advisory to library patrons of all ages.
- Select, develop, and maintain collections as assigned.
- Plan, prepare for, and present programming and book discussions that meet the needs and interests of the community.
- Assist patrons in the use of computers and technology (internet, productivity software, downloads, devices, etc.).
- Other tasks as assigned.

Successful candidates will meet the following requirements:

- Master of Library and Information Science from an American Librarian Association-accredited program, or graduation from such program within six months.
- High level of commitment to provide superb customer service to library users of all ages.
- Familiarity with a range of authors, genres, and subjects.
- Ability to problem-solve technology issues and to assist patrons in the use of technology (internet, productivity software, downloads, devices, etc.).
- Willingness to work a varied schedule including nights and weekends.

Compensation: $16-20 per hour, up to 28 hours per week

Application deadline: Monday, May 16, 2016 by 5:00 p.m.

A complete job description and application are available online at www.berkleymich.org. Qualified applicants are encouraged to send a completed application, resume, cover letter, and three professional references to:

Matt Church, Library Director
Berkley Public Library
3155 Coolidge Hwy.
Berkley, MI 48072
mchurch@berkley.lib.mi.us

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City of Berkley: Berkley Public Library
Job Description

LIBRARIAN

Supervised by: Library Director
Supervises: No supervisory responsibility

Position Summary:
Under the supervision of the Library Director, performs a wide variety of professional librarian duties associated with service to the public, collection development, and general library operations. Provides reference and/or information services to patrons and assists groups and individuals utilize the library and its offerings.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Provide reference assistance and reader’s advisory to library patrons of all ages.
- Select, develop, and maintain collections as assigned.
- Plan, prepare for, and present programming and book discussions that meet the needs and interests of the community.
- Assist patrons in the use of computers and technology (internet, productivity software, downloads, devices, etc.).
- Problem-solve computer and technology issues.
- Understand and apply library policies.
- Provide outreach to the community and seek partnership opportunities with community organizations.
- Attend staff meetings, professional meetings, and workshops for continuing education.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:
- Master of Library and Information Science from an American Librarian Association-
accredited program, or graduation from such program within six months.

- Possess or be eligible for Library of Michigan certification.
- Knowledgeable of the principles and practices of professional librarianship.
- Work related or volunteer experience interacting with the public.
- High level of commitment to provide superb customer service to library users of all ages.
- High level of energy and self-motivation.
- Familiarity with a range of authors, genres, and subjects.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with employees, professional contacts, co-workers, and the public.
- Ability to problem-solve technology issues and to assist patrons in the use of technology (internet, productivity software, downloads, devices, etc.).
- Ability to work cooperatively with library staff and volunteers in a team environment.
- Ability to communicate effectively with a diverse population.
- Ability to work under pressure, with frequent interruptions, and changes in work priorities.
- Willingness to work a varied schedule including nights and weekends.

**Physical Demands:**
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FULL-TIME LIBRARY ASSISTANT/TECHNICAL SERVICES/CATALOGER
Full time 40 hours
Full benefits

RESPONSIBILITIES OF THIS POSITION
• Under general supervision, performs advanced clerical work, circulation, cataloging and technical services
• Have the ability for detailed cataloging and processing of materials
• Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, collecting money, room scheduling, and answering the telephone
• Must have considerable knowledge and understanding of basic library principles, and apply them to library operations
• Good customer service skills. Able to communicate effectively with staff and public
• This position requires complete confidentiality

MINIMUM REQUIREMENTS
• High School Diploma required
• 5-7 years of beyond entry-level cataloging experience
• Knowledge of cataloging and classification practices and tools
• Familiarity with one or more integrated library systems

To apply, visit www.westlandlibrary.org/about/jobs to download an employment application.

Send resume and completed employment application by standard mail, fax or email attention:

Diane Mehl
Circulation Dept. Head
William P. Faust Public Library of Westland
6123 Central City Parkway
Westland, MI 48185
Diane.mehl@westlandlibrary.org

Posting Date: April 18, 2016
NORTHVILLE DISTRICT LIBRARY
EMPLOYMENT OPPORTUNITY

Position: Circulation Clerk
Starting Pay: $12.26 - $15.51/hour
Hours: 21 hours per week, includes evenings and weekends
Benefits: Prorated paid time off for vacation, sick, personal business and holidays

Responsibilities: Direct public service: provides positive, pleasant, professional service to the public at the Circulation desk; carries out procedures for checking materials in and out accurately; issues library cards according to library guidelines; handles money transactions; answers incoming calls and directs library visitors and callers to appropriate public service desks.

Indirect public service: assists with database maintenance; monitors incoming materials for damaged or missing pieces and takes appropriate action; sorts and distributes delivery items; assists with identifying and retrieving long overdue materials; special projects when requested.

Requirements: High school diploma, ability to learn quickly and work accurately, strong attention to detail, ability to communicate effectively on the telephone, ability to use time effectively, dependable, punctual, flexible, ability to apply commonsense understanding to carry out instructions, willingness to seek out assistance as needed in resolving conflicts or answering questions from library patrons, desire to serve the library public in a positive manner, ability to show concern for the feelings and views of others. Ability to sit, stand and walk for long periods of time and the ability to bend, reach, stoop or crouch. Ability to push carts full of library materials.

Please submit application and resume by May 4, 2016 to:

Carla Eggert
Administrative Assistant
Northville District Library
212 W. Cady
Northville, MI 48167

ceggert@northvilledlibrary.org

The Northville District Library is an Equal Opportunity employer
This is a union position
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY AVAILABLE

POSITION TITLE: Page

DEPARTMENT: Circulation, reporting to Assistant Department Head

RESPONSIBILITIES: 

**Direct public service:** provides positive, pleasant professional services to staff and public; directs patrons to appropriate staff for assistance; retrieves materials for patrons and staff. 

**Indirect public service:** sorts and shelves materials, reads shelves to ensure accurate order so that materials can be found by patrons, work in drive-up drop box room as scheduled, search paging slips as scheduled; follows direction of supervisor; assists in department where needed

REQUIREMENTS: 

**Minimum:** Able to lift, bend, and stoop to shelve materials; able to push or pull carts weighing at least 20 pounds. Desire to serve the public in a positive manner. 

**Desirable:** Public library work experience. Computer/keyboard experience.

HOURS: Part-time, approximately 10 – 12 hours weekly, including some evenings and weekends.

WAGE & BENEFITS: $8.50 per hour

APPLICATION, COVER LETTER & RESUME DUE: May 2, 2016. A clerical skills test must accompany your application; both application and test are available at the library.

TO: Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302-2410
248.642.5800 FAX: 248 258-2555
Email: careers@btpl.org

Bloomfield Township Public Library champions the power of words to spark discovery and imagination. 
For more information about the library, visit our website: www.btpl.org
A typical work week for the Public Services Page may include:

- shelve materials accurately in specified sections
- Assist in drive-up drop box room as scheduled
- retrieve walk up drop materials
- push heavily loaded cart/bins of materials
- shift several ranges of shelving to make room for more materials
- direct patron to appropriate department for assistance
- read shelves to put materials back in order
- assist with running materials through AMH sorting system
- assist with checking returned materials for damage or missing parts
- load materials on to book carts
- search Item and MelCat paging slips
- search for missing/claims returned materials
- shelve materials on to self-hold pickup shelves
- assist patrons with self-check equipment
- assist Circulation Desk staff in emergency situations
- maintain general order and cleanliness of department
RECRUITMENT ANNOUNCEMENT

The City of Roseville, Michigan is seeking qualified applicants for the following position in the Roseville Public Library:

POSITION: Librarian

JOB DUTIES: Works both the Adult and Youth areas assisting the public with readers’ advisory and reference requests. Orders and promotes digital and electronic resources. Plans and implements programs. Performs collection development. Assists patrons with computer questions and downloading digital content.

HOURS: 28 hours per week – includes evenings and Saturdays (the library is currently closed on Saturdays but may reopen Saturdays in the future).

JOB REQUIREMENTS: Master's Degree in Library Science from an ALA accredited college or university. Transcripts and certificate from the Library of Michigan will be required upon request. Enthusiasm for public service to people of all ages is required. Ability to use library-related technology is required: create and maintain the library’s website, use social media to promote the library, use and instruct patrons in the use of eReaders, tablets and other hand-held devices, use Microsoft Office and the Internet. The ability to work with technology vendors. The individual should have the skills and ability to supervise staff. See the job description for more detail.

SALARY: $19.00 per hour – NO BENEFITS

RESUME TO: City of Roseville Human Resources Department 29777 Gratiot Roseville, MI 48066 Or via email: lhuck@roseville-mi.gov Or via fax: 586-445-5402

TIMELINE: Deadline for resumes and cover letters is May 6, 2016.

THE CITY DOES NOT DISCRIMINATE.
Bloomfield Township Public Library is looking for an experienced Assistant Department Head of Adult Services committed to high quality library service to join our team. The Library serves a community of 41,070 people and has a $6.9 million annual operating budget. There is strong community support for the Library and the collections, services, and programs it offers. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative team environment.

POSITION TITLE: Assistant Department Head, Adult Services

DEPARTMENT: Adult Services, reporting to the Adult Services Department Head

RESPONSIBILITIES:
Provides positive, pleasant professional service to the public. Assists Department Head in the supervision of all aspects of the Adult Services Department. Responsible for the supervision of one Clerical Assistant and several Pages. Coordinates the Adult Services programming. Participates in the selection, development and evaluation of collections in the Library. Forms and maintains relationships with community organizations. Other duties as assigned.

REQUIREMENTS:
Minimum: ALA accredited Master's degree in Library and Information Science plus a minimum of 3 years professional Library experience on a service desk in a public Library. Familiarity with Windows-based computers. Knowledge of Internet and database searching and experience with downloadable resources. Strong public service commitment, Reader’s Advisory skills, organizational, communication and writing skills. Excellent interpersonal and public relations skills to work effectively with Library patrons, staff, and the community in a team environment. Ability to lift, push, and/or pull at least 20 pounds. Ability to review materials and discern voice and audible tones.


HOURS:
Full-time, 37.50 hours per week including nights and weekends on a flexible basis.

WAGE & BENEFITS:
$22.25 per hour, increasing to $22.75 per hour upon successfully completing a 6 month orientation period. Benefits include paid leave time such as vacation, sick, holiday and emergency time. Health Insurance, Dental and Optical Insurance, Term Life and Disability Income Insurance provided. Eligible for Deferred Compensation and other Voluntary Benefits. Opportunity to participate in Professional Development.

APPLICATION, RESUME & COVER LETTER DUE:
May 20, 2016

APPLY TO:
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302-2410
Application available at www.btpl.org
ADULT SERVICES ASSISTANT DEPARTMENT HEAD
TYPICAL DUTIES

Typical duties may include:

- Answer a patron’s question on how to access and download a book
- Resolve staff or patron questions in the Library as the Senior Librarian for the day
- Perform a job evaluation for an Adult Services Page
- Write and coordinate the Adult Services programing material for the quarterly newsletter
- Order new material for the collection
- Work with a community group to present a program
- Create and schedule the Adult Services Pages work
- Enter program information into the Evanced program calendar
- Give a book talk to a community group
- Work with the Adult Services Department Head to plan programs for the next year
- Train a new Page
- Help a student with their homework research
- Stay late to supervise an afterhours concert
- Request advance checks for a program presenter
- “Pop Up” at Bloomfield Township’s yearly open house
- Speak with people who want to present programs at our Library
- Oversee the shifting of a part of the book collection
- Responsible for tracking various budgets
- Attend MAC meeting in the absence of the Department Head
- Oversee Adult Services Department in the absence of the Department Head
- Work with other libraries in the area on the Everyone’s Reading program
- Present a program on Library resources
- Work with the Friends of the Library on culling books from the donations
Job Title: Information Services Intern
Supervisor: Rebecca Havenstein-Coughlin, Department Head – Information Services
Starting Wage: $12 per hour
Scheduled Hours: Eighteen (18) hours per week

Apply to: Marian Nicholson, Department Head – Business Services

Application Deadline: 6:00 pm on Sunday, May 1, 2016

Application packets must include: a cover letter, an official CPL employment application (available at cantonpl.org) and a resume.

POSITION SUMMARY
Under the management of the Department Head Information Services, the Librarian Intern is responsible for any of the following: Reference, readers’ advisory, roving, programming, cataloging, processing, collection development support, or special projects. Librarian Intern positions are reserved for graduate students currently enrolled in a master’s-level library science program at an ALA-accredited university. This position is classified as a temporary part-time position and is non-exempt from overtime and provides no benefits afforded to employees classified as “regular”. The nature of the work requires daytime, evening, and weekend hours.

PRIMARY DUTIES AND RESPONSIBILITIES
• Provide Reference, Readers’ Advisory, and Roving Services to the public:
  o Accurately and efficiently answer patron questions in various forms
  o Assist and train patrons in the navigation of the library website and the library’s online services
  o Assist patrons with self-checkout stations and other library equipment
  o Respond to patron questions regarding their library account, including holds, interlibrary loan, program registration, and account issues, following established policies and procedures to select appropriate solutions and communicate options to the patron
  o Demonstrate and troubleshoot the use of equipment, PCs, and related software as needed
  o Locate and retrieve library materials requested by patrons according to established procedures
  o Perform reader’s advisory by suggesting age-appropriate materials to patrons
  o Maintain neat and orderly library appearance
  o Assist at all public service desks as needed
  o Assist with checkout, check-in, and shelving functions as needed, following established guidelines and procedures
  o Greet and assist patrons throughout the entire library, assessing patron needs and referring as needed
  o Refer patron queries and issues beyond the Librarian Intern’s scope of authority to the Librarian-in-Charge or library administration as appropriate
• Assist Librarian or Program Specialist with programs for patrons
• Selects, develops, and maintains assigned collections
• Assist the Librarian with collection development and maintenance tasks.
• Other Duties and Responsibilities
  o Compile, review and/or interpret statistical data
  o Independently or with others, research, recommend, implement and monitor projects as assigned
  o Serve on workgroups/committees and participate in library initiatives as assigned
  o Stay informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate
  o Enforce library policies using a polite and professional approach
  o Accept special assignments or duties in support of the library’s goals and objectives

REQUIRED EDUCATION/KNOWLEDGE
• Current enrollment in a library science program from an ALA-accredited school
• One year of experience in a customer service environment
• Working knowledge of common computer applications, including Microsoft Office and the Internet
• Punctuality and dependability
• Consistent display of public service attitude that reflects the library’s values
• Ability to complete special projects while maintaining routine duties
• Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons
• Ability to exercise initiative and independent judgment
• Ability to maintain a calm atmosphere, ensure safety, and respond to emergencies
• Ability to persuade, negotiate and resolve conflict
• Ability to work with patrons of varied backgrounds, ages, and abilities
• Written and verbal communication skills at the level typically acquired with enrollment in a Master’s degree program

PREFERRED QUALIFICATIONS
• Coursework related to area of focus/department
• Prior professional experience in a public library

ESSENTIAL PHYSICAL FUNCTIONS
• Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
• Ability to sit, stand, and walk for long periods of time, and the ability to bend, reach, stoop, or crouch when assisting patrons
• Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally
• Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form
• Ability to work effectively under stressful conditions in a fast-paced environment

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the library and the employee. The library reserves the right to revise this job description at its discretion.

The Canton Public Library is an EEO employer.