

Whipple Free Library
Cataloger and Technical Services Librarian Job Ad

In anticipation of a retirement, we are looking for a detail-oriented cataloger to join our team. This position will begin mid-November. Do you have experience cataloging? Are you handy with spreadsheets and technology? Do you enjoy learning and keeping up to date with new library technology? We invite you to apply for our Cataloger and Technical Services position at the Whipple Free Library. We are looking for someone reliable, who can work well with our current team, and who has meticulous attention to detail.

The ideal candidate has library experience with knowledge in cataloging, Marc records, Dewey decimal system, and LOC subject headings as well as experience with various library technology. This part time position has flexible scheduling options. You will be required to work on the circulation desk for 2-4 hours a week, including Saturdays in rotation.

Title: Cataloger and Technical Services (22 hours)

Hiring Wage: \$19-\$20 per hour

Benefits: Includes paid vacation and sick time on a prorated basis after a 6-month trial period is successfully completed. Paid holidays and personal days are also included.

Job Summary

The Cataloger and Technical Services Librarian catalogs and processes all library materials both new and by donations accurately and in a timely manner. The position requires the completion of statistical material from our ILS database, Apollo. This position requires knowledge of the library's e-resources such as NH Downloadable books, e-readers and the ability to help patrons and staff with tech questions.

Duties, Responsibilities and Required Skills

Please view the full job description [here](#) or at www.whipplefreelibrary.org.

Minimum Qualifications:

Bachelor's Degree and a minimum of two years' experience in library services; one year library cataloging experience; or equivalent combination of training, education, and experience in the library field that provides similar knowledge, ability, and skills. Must be able to pass a pre-employment criminal background check.

New Boston is a history rich community. We at the library strive to play a role serving our community by providing information, a meeting place, and programming with a friendly and professional atmosphere. We are an Equal Opportunity Employer.

To apply, please send a cover letter and resume, along with three professional references to Tanya Ricker, Director, at Whipplefreedirector@gmail.com This position is posted until filled.