ASSISTANT LIBRARIAN REQUIREMENTS:
May 2023

The Swaney Memorial Library is looking for an Assistant Librarian to support the day-to-day operations of our library. As an Assistant Librarian, you will have the opportunity to engage with patrons, support library programs, and contribute to the overall functioning of our library. This is an ideal position for an individual who is passionate about library services, eager to learn and grow, and excited to make a positive impact in a community. The position is part-time, typically 20 hours per week.

General duties include:
- Providing friendly and knowledgeable assistance to library patrons, answering inquiries, assisting with book recommendations, and supporting information retrieval.
- Fill in as needed when Library Director is unavailable.
- Obtain notary stamp and provide notary services to library patrons.
- As required, take classes online and attend out of town conferences and workshops.
- Provide other duties as assigned by the library director.

Specific duties
- Operating Front Desk
- Checking books in and out.
- Alphabetizing shelves and keeping them neat and organized.
- Covering and stamping books after cataloging.
- Helping patrons with computers.
- Working with Library Director to create new program ideas for story hour and summer reading.
- Preparing crafts for children’s programs (copies, cutting, painting, gluing, etc.)
- Creating monthly or seasonal book and window displays for children’s room.

Help keep the library clean by:
- Sanitizing all computer stations.
- Cleaning restrooms.
- Dusting bookcases, shelves, and windowsills.
- Cleaning windows and blinds.
- Vacuuming carpet.
- Sweeping and mopping all floors.
- Cleaning kitchen and basement room once a month or before every use.
- Taking out all trash, garbage, and other discarded materials.
- Sweeping outside steps and sidewalks.
- Replacing light bulbs and fluorescent tubes.

ALL applicants must be willing to submit to a drug screening test.