



Huntingdon Valley Library

625 Red Lion Road
Huntingdon Valley, PA 19006
HVLibrary.org | (215) 947-5138

Part-Time Library Associate

- **Library:** Huntingdon Valley Library
- **Town:** Huntingdon Valley, PA
- **Library Type:** Public
- **Position Type:** Non-MLS
- **Deadline:** until filled

Description

The Huntingdon Valley Library, located in Huntingdon Valley, PA, seeks a part-time Library Associate to assist with adding new items to the collection by reviewing and linking catalog records. Secondary duties include assisting patrons with online resources and library technology, as well as assisting at the Circulation desk and **servicing as building supervisor on Sundays**. The successful candidate will be detail-oriented and have a general knowledge of library principles, practices, and materials. Candidates must have the ability to work in a fast-paced environment and have excellent customer service and computer skills.

The position is 14 hours per week and the shift is:
Sunday 1-5 pm, Monday 2 to 5, Thursday 2-9 pm.

Four-year college degree strongly encouraged. Familiarity with library automation systems necessary, with Polaris ILS experience preferred. Strong computer, positive and friendly customer service, organizational, and cash handling skills are essential.

New employees are required to have:

- **Current Pennsylvania Child Abuse History Clearance,**
- **PA State Police Criminal Record Check,**
- **FBI Background check.**
- **Employment is contingent upon completion of the PA State Mandated Reporter Training.**

Submit resume and cover letter to:

Mrs. Pam Dull, Director
Huntingdon Valley Library
625 Red Lion Road
Huntingdon Valley, PA 19006

or by email in PDF form to pdull@mclinc.org

Hourly wage: \$15.00

Website: www.hvlibrary.org



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Position: Library Associate

Reports to: Director and Cataloging/Reference Librarian

Primary Function: Performs a variety of detail-oriented library clerical and library circulation duties with a heavy concentration of public contact.

Hours: 14 hours per week with some evening and weekend hours included

Responsibilities

- Performs linking of print materials found on the online bibliographic catalog in accordance with standard rules and criteria
- Compares library item information against existing catalog record to verify accuracy and completeness, then assigns appropriate call number, material type, statistical code, collection and price information
- Receives, inspects and sorts new materials; coordinates the return and replacement of damaged materials; and assigns for appropriate donor recognition
- **Serves as building supervisor as needed, addressing problems or situations that arise by interpreting policy and using sound judgment**
- Assists with processing Access PA Interlibrary Loan requests
- Assists with book maintenance, physical processing of new materials and collection maintenance projects
- Performs all circulation desk duties using Polaris computer system
 - Check materials in/out/renew materials in accordance to Library policies and procedures
 - Effectively search for and reserve materials for patrons
 - Issues new patron cards and updates accounts
 - Assists with locating, routing, and preparing “hold” materials for patrons
 - Collects patron fines and fees and makes change as needed
- Performs all opening/closing procedures in work area and public areas
- Instructs patrons on how to use reference sources, online catalog, and automated information system
- Maintain working knowledge of library equipment, such as photocopiers, scanners and computers, and instruct patrons in proper use of such equipment
- Answers phone in friendly, professional manner and routes calls as necessary
- Shelves materials/reads shelves in alphabetical and Dewey decimal order
- Assists with library programs and displays; registration, signs, crafts, book lists, etc., as needed and performs other duties as assigned in other areas assigned

Qualifications

- A four-year college degree is preferred
- Must have friendly and effective customer service skills, flexibility and ability to handle multiple tasks in a fast paced public service setting
- Ability to complete detail-oriented work following specific guidelines and rules
- Familiarity with library automation systems, Polaris ILS preferred
- Familiarity with RDA and AACR2 standards preferred
- Experience with the Dewey Decimal classification system
- Ability to communicate positively and effectively with the public and staff
- A general knowledge of library principles, practices and materials and a desire to serve the public in a friendly, comfortable environment
- Strong computer skills, including knowledge of Microsoft Office products, printers, use of the Internet, and wireless access
- Experience working with individuals of all ages and knowledge of a variety of fiction and non-fiction literature preferred

Physical Requirements

- The physical demands to perform this job are the ability to talk and hear, use hands to handle, feel or operate objects or controls, sit, stoop, kneel, reach, crouch, and lift and/or move up to 50 pounds
- Ability to push and pull library book trucks weighing 100-300 lbs. and carry up to 15 lbs. of books across the library
- Ability to stand for a long time in one area
- Hand-eye coordination is necessary to operate computers and office equipment
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position

General Requirements for All Library Employees

- Ability to project professional workplace image of specific job title
- Ability to learn new computer skills, programs and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Ability to meet physical requirements of specific job title
- **Ability to provide the following:**
 - **Pennsylvania State Police Request for Criminal Records Check**
 - **Department of Public Welfare Child Abuse History Clearance**
 - **Federal Criminal History Record Information**
 - **Completion of the Pa State Mandated Reporter Training within 60 days**