

## JOB ANNOUNCEMENT

<b>TITLE</b>	Information Services Librarian ( <i>Intralibrary Loan</i> )
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Master's degree in Library Science from an ALA-accredited program OR eligibility for a Librarian 5 Certificate (LC5) in Indiana and an equivalent combination of education and experience in public or reference service.</li><li>• Interest and ability in working with the public</li><li>• Ability to work independently</li><li>• Attention to detail</li><li>• Computer literacy</li></ul>
<b>SALARY</b>	\$35,872
<b>USUAL HOURS</b>	38 hours per week. Will include evenings and some Saturdays
<b>MAJOR TASKS*</b>	<ul style="list-style-type: none"><li>• Answer informational and directional questions placed in person, by telephone, by letter, by e-mail, and by fax using library, as well as community resources.</li><li>• Assist patrons in locating information and materials. Schedule, monitor, and assist Internet users. Assist patrons in the use of computers, OPAC, microfilm/microfiche, and copier/scanner/fax equipment.</li><li>• Provide Reader's Advisory Service</li><li>• Locate requested items by checking shelves, the OPAC, and placing holds on records</li><li>• Assist supervisor with the selection of new materials and requested items that cannot be filled because of missing, billing, or long overdue status. Weed book sections as assigned.</li><li>• Keep informed of developments in the library field through reading and participation in professional activities and meetings.</li><li>• Assume responsibility for the division and the library system in the absence of both the supervisor and the Senior Information Services Librarian.</li><li>• Perform other tasks assigned by the supervisor.</li></ul>
<b>DATE AVAILABLE</b>	Beginning September 8, 2016 until filled
<b>SUPERVISOR</b>	Head of Information Services
<b>APPLICATION PROCEDURE</b>	Send a resume and cover letter via postal mail or e-mail to:  Whitney Chapman, Administrative Services Manager Hammond Public Library 564 State Street Hammond, IN 46320 chapmw@hammond.lib.in.us

\*Note: This is not a detailed description of every task and the Library may add or change tasks.