# Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of $3,100,000. Its circulation is 600,000 items per year, its gate count is 290,000, and its program attendance is 27,000.

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| POSITION: | **Substitute Librarian – Adult Services (multiple openings)** |
| HOURS: | As needed—including days, nights, and weekends |
| QUALIFICATIONS: | Master's Degree in Library Science from an ALA accredited institution. Candidates should be friendly, enthusiastic and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies. |

RESPONSIBILITIES: Reports to the Head of Adult Services. The Substitute Librarian will be required to perform the following types of duties:

- Provide readers' advisory and reference services to patrons using various collections and materials, and in multiple formats.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks.
- Other duties as assigned.

TECHNOLOGY: Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages.
- High-level Internet searching skills.
- Ability to teach people how to use e-books, downloadable audio books, and other electronic resources.
- Acquaintance with emerging technologies.

PAY RATE: $17.65 per hour

APPLICATION: Cover letter, resume, three references, and application are due by January 25, 2016

PROCEDURE: Mail to: Baldwin Public Library
Attn: Paul Gillin
300 W. Merrill St.
Birmingham, MI 48009
Electronically to: paul.gillin@baldwinlib.org

The application is available on the library's employment website:
http://www.baldwinlib.org/get-involved/employment