



## **JOB POSTING: Library Assistant – Cataloging & Digitization**

**Summary:** The Cataloging & Digitization Library Assistant is responsible for cataloging and processing material, managing the library's digitization project, and providing direct service to patrons at the circulation desk and the local history room.

**About:** The Paw Paw District Library is a Class IV library serving 14,000 people in Van Buren County, in southwest Michigan. The library building was new in 2012 and features a dedicated room for local history. Our staff is positive, collaborative, and dedicated to providing quality library services in an environment that welcomes all.

**Hours:** part-time, non-exempt, 28 hours per week, Tuesday through Friday, and Saturdays on a rotating schedule

**Wages and Benefits:** \$18-\$20 per hour depending on qualifications, vacation, sick, personal, and holiday pay

### **Essential Duties**

- Catalog and process materials for circulation
- Help maintain an accurate, usable catalog of the collection
- Arrange, describe, and digitize archival items
- Maintain the library's digital repository and local history webpage resources
- Increase community engagement with local history resources
- Work at the circulation desk and assist with daily library operations
- Provide exceptional service to all patrons
- Act as supervisor-in-charge as assigned
- Collaborate with library staff and partner organizations to achieve the library's goals and mission
- Develop skills through regular participation in trainings, webinars, and workshops

### **Qualifications**

- Bachelor's Degree, Master's Degree in Library Science preferred
- Experience working in a public library, archive, or museum
- Knowledge of cataloging (MARC, RDA) and metadata standards (Dublin Core)
- Knowledge of best practices in preservation
- Knowledge of best practices in digitization, including copyright issues
- Strong interpersonal skills and the ability to work effectively with others

### **To Apply**

Send resume and cover letter to Gretchen Evans, [gevans@pawpawlib.org](mailto:gevans@pawpawlib.org), by March 31 at 5:00 p.m.

**The Paw Paw District Library is an equal-opportunity employer.**