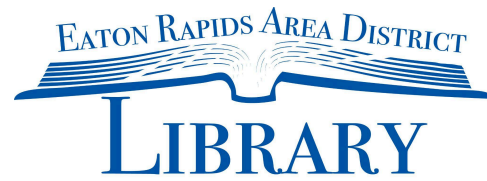


Position: MeLCat Library Assistant
(Michigan eLibrary Services)
Reports to: Assistant Director
Supervises: None
Reviewed and Revised: 6/17/2024



The Eaton Rapids Area District Library (ERADL) is seeking an energetic, motivated, and hardworking individual to join our team as the MeLCat Library Assistant. This part-time position is essential for handling the statewide Michigan eLibrary Services.

Job Description:

MeLCat Coordinator Responsibilities:

- Process the delivery of MeLCat items.
- Send out and process requests through RIDES.
- Handle overdue reports for patrons and the statewide system.
- Act as the MeLCat and RIDES contact person for ERADL.
- Work with the Outreach Library Assistant to promote Michigan eLibrary resources.
- Maintain the general appearance and orderliness of library materials.
- Check in books, place materials in alpha-numeric order for shelving, shelve and shelf read all library materials, shift books when shelves get crowded, and check library book drops.
- Process inventory on the collection, check materials for damage, and mend library materials according to skill level.
- Occasionally assist patrons, answer questions to skill level, and relay messages to appropriate individuals.
- Assist patrons with routine location questions, referring them to other staff members as needed, and instruct patrons in the use of library equipment.
- Perform various housekeeping tasks such as dusting shelves, straightening library appearance, watering plants, shoveling snow, salting walkways, picking up trash, and other duties as assigned.
- Assist other library staff as needed.
- Perform other duties as assigned.

Other Duties:

- Perform other duties as assigned by the Assistant Director or Director.
- Fill in on the Main Circulation Desk as needed.
- Perform physical duties associated with the operation of the Outreach..

Job Requirements:

- Requires a high school diploma.
- Excellent oral and written communication skills.
- Strong commitment to public service excellence.
- Self-motivated, creative, enthusiastic, flexible, and dependable.
- Proficient in using computers and the Internet.
- Ability to lift at least 25 lbs.

Work Schedule:

- Part-time, 15 hours per week, including regularly scheduled evenings and weekends.

Salary/Benefits:

- Hourly wage starting at \$12.00.
- Pro-rated paid time off and some paid holidays.

To Apply: Fill out an application provided on our website at eradl.org/job-opening. The position is open until filled. For questions about the job and application, please don't hesitate to contact the Library Director, Bryonna Barton, at bbarton@eradl.org or the phone number provided above. We're here to assist you throughout the process. Thank you!

The Eaton Rapids Area District Library is an equal opportunity employer