

DARCY LIBRARY OF BEULAH

7238 Commercial Avenue, PO Box 469, Beulah, MI 49617
(231) 882-4037 // www.darcylibraryofbeulah.org

Join the Darcy team as a part-time or substitute librarian.

Darcy Library of Beulah is a small, award-winning public library nestled in the heart of Northern Michigan. We're proactive in our community partnerships, particularly with local schools, and creatively stretch available resources to meet the needs of our year-round and summer patrons. We're currently looking for two to three part-time librarians to be part of a hardworking, innovative staff.

Darcy librarians perform a variety of duties and work with people of all ages, so flexibility, attention to detail, and the ability to be repeatedly interrupted while working on projects is necessary. The majority of our work is automated, so you must also be comfortable interacting with various forms of technology, including the ability to troubleshoot computer, ebook, and printer issues with patrons.

Your work will be part-time, but aside from helping at after-hours events, attending staff meetings, and vacation/illness coverage, the weekly schedule will be relatively routine. Events and programs are sometimes held off-site, so reliable transportation is a must.

If you're interested in applying, please email a cover letter (addressed to the Director, Heather Doran), resume, references, and potential weekly availability to jobs@darcylibraryofbeulah.org by September 5th. *Please note: Prior to hiring, employees will be subject to a criminal background check and may be asked to provide additional information about the offence.*

Examples of Job Functions

Darcy librarians are expected to be familiar with all tasks whether or not they routinely perform them.

- Answer reference questions, provide book and film recommendations.
- Show patrons how to use library systems and internet-based resources.
- Conduct computer-based instruction.
- Prepare library displays and flyers.
- Brainstorm and implement public programs, birth through adult, including storytime.
- Catalog and process new books and films.
- Shelve and shelf-read books and films.
- Assist with web content and social media updates.
- Supervise volunteers and interns.
- Maintain a high level of efficiency while working in a relaxed environment.

Knowledge, Skills, Abilities, Qualifications

Required:

- Bachelor's degree
- Customer service or volunteer experience
- Microsoft suite (or equivalent) proficiency

Preferred:

- Public library experience
- Master's degree in Library Science
- Publisher and Photoshop (or equivalent) proficiency

Desired Qualifications:

- Ability to work with the public in a friendly and professional manner.
- Ability to enthusiastically promote library programs.

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- Excellent verbal and written communication skills.
- Working knowledge of library information systems (Darcy uses Evergreen).
- Flexible schedule.

Physical Requirements

Working in a library requires certain levels of physical activity. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Communicate in person, by telephone, and through email.
- Be able to sit, stand, stoop, kneel, reach, and bend, sometimes for extended periods of time.
- Be able to lift and move boxes of books as well as push a wheeled cart holding 60+ lbs.
- Read regular and small print text.
- Conduct data entry and create electronic documents using repetitive keystrokes.
- Work in an environment where the noise level varies from quiet through loud.