October 26, 2026

The Acquisitions Aide reports to the Head of Acquisitions and supports the daily operations of the Library's Acquisitions Department, including receiving, invoicing, and processing library materials. This position works collaboratively with department staff and other Library departments to maintain accurate records, support efficient workflows, and ensure materials are prepared for circulation in a timely and accurate manner. The Farmington Community Library is an Equal Opportunity Employer committed to providing an inclusive and equitable workplace. We welcome applicants from all backgrounds and are committed to building a talented team that reflects the community we serve.

Position: Acquisitions Aide (Part-time, Non-exempt)

Hours: 16-19 hours per week; Primarily daytime hours, with occasional evening and weekend hours on a flexible basis

Pay rate: $15.25 per hour

Benefits: Sick time and paid holidays

Primary Responsibilities:

- Receives incoming library materials and verifies packing slips against invoices
- Manages invoicing and payments for library materials, ensuring accuracy and proper documentation
- Processes, labels, links, and encodes library materials to appropriate bibliographic and item records in accordance with established procedures
- Searches, retrieves, and downloads MARC records from OCLC WorldShare into the Library's ILS
- Receives, processes, shelves, rotates, and withdraws magazines, newspapers, periodicals, and other serial library materials
- Mends and repairs library materials, including identifying and resolving reprocessing issues
- Coordinates and schedules volunteers, assigns and prepares tasks, and maintains accurate volunteer records and statistics

- Assists in identifying, troubleshooting, and resolving issues related to materials processing and item records
- Organizes, monitors, and maintains inventory of office and materials processing supplies to ensure efficient departmental operations
- Other duties as assigned

Knowledge, Skills & Abilities:

- Strong attention to detail and accuracy in completing tasks and maintaining records
- Excellent organizational and time management skills, with the ability to manage assigned tasks and adapt to changing priorities
- Ability to perform detailed, precise manual tasks, including the accurate and consistent placement of labels, stamps, and other materials processing elements
- Basic computer skills, including familiarity with Microsoft 365 applications and data entry
- Ability to identify discrepancies and resolve routine issues, seeking assistance when needed
- Ability to learn and use library systems, software, and materials processing equipment
- Effective oral and written communication skills, including the ability to provide clear instructions to volunteers
- Ability to work independently and collaboratively as part of a team
- Ability to establish and maintain positive, professional working relationships with staff, volunteers, and vendors
- Ability to understand and follow established procedures, maintain accurate records, and complete assigned tasks efficiently
- Good customer service skills, with the ability to assist patrons in a courteous and professional manner

Minimum Qualifications:

- High school diploma or equivalent
- Demonstrated experience using computers, data entry systems, and Microsoft 365 applications

Preferred Qualifications:

- Minimum one year of experience in an administrative, clerical, library, or related position
- Minimum one year experience working in a public library, particularly in acquisitions or technical services
- Demonstrated experience using an integrated library system (ILS), preferably Polaris/Leap

Physical Activity Requirements:

Medium work - Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently. The physical demand requirements are in excess of those used for Light Work and involve being on your feet generally most of the day.

How to Apply:

Applicants must submit a completed application, resume, and cover letter by 5:00 p.m. EST on Monday, November 9, 2026.