

Overview

Our Assistant Librarians provide excellent service to our patrons by connecting them to all library resources and maintaining our physical and digital collections. The work calls for initiative and independent judgment, strong professional ethics as well as exceptional interpersonal skills with an emphasis on customer service.

Duties and Responsibilities

- Answers reference questions and provides reading and viewing recommendations, actively promotes library programs, and offers community connections.
- Assists patrons in finding materials in our collections or within the NH interlibrary loan system.
- Explains relevant library policies to the public.
 - Issues new library cards, processes library checkouts, renewals, returns and reserves utilizing our library management system (Atrium).
- Carries out all opening and closing procedures and tasks. Ensures all safety procedures are followed and the building is secure.
- Answers phone and digital inquiries, takes in fees for copies or lost/damaged materials and assists patrons with the circulation of museum passes and reservation of our Community Room.
- Advises community members in the use of technology including our digital subscriptions to NH Downloadable Books and Kanopy and the use of the Libby app and our online catalog.
- Maintains circulation desk spreadsheets, calendars and a digital daily log.
- Regularly uses: printers/scanners, a Cricut®, copiers, laminator, fax and answering machines.
- Receives, catalogs and processes new items monthly to add to the collection. Maintains or upgrades items that appear worn or illegible.
- Assists in maintaining inventory supplies for processing new materials.
- Deletes items from the collection using the library management system.
- Pursues overdue items, assists with the creation and maintenance of displays.
- Attends meetings and training seminars as required.

Knowledge, Skills, and Abilities

- Ability to maintain confidentiality and use appropriate judgment in handling information and records is essential.
- Ability to communicate and interact courteously, tactfully and efficiently with people of all ages, abilities, temperaments and backgrounds is required.
- Considerable ability to pay attention to detail.
- Familiarity with desktop computers and mobile devices including smartphones, e-readers, and tablets. Facility with, or committed willingness to learn and master Google Suite tools, Microsoft Office software, the Atrium library management system, Adobe, Libby app and Canva platform.

- Requires the ability to read and understand titles, call numbers and dates; sort accurately by alphabetical, numerical, chronological or Dewey Decimal order.
- A familiarity with the [ALA Freedom to Read Statement](#), [ALA Library Bill of Rights](#), and [ethical principles of librarianship](#) and a willingness to learn NH library laws.
- A commitment to participating in ongoing professional development especially with regard to technology.
- A positive and collaborative personal workplace philosophy.
- Ability to maintain a workflow with frequent interruptions.
- Requires a general familiarity with contemporary authors, movies, and TV programs. A strong familiarity with a particular genre of print is preferred.

Education and Experience:

- A high school or GED degree is required. A college degree is preferred.
- Experience working directly with the public is required.
- Previous library experience or service is preferred.

Physical Requirements:

- Must be able to sit and stand for extended periods of time, climb stairs frequently, kneel, stoop to floor level, crouch - including working on the floor with lowest levels of bookshelves, and to reach and grasp with hands and arms often.
- Handling and processing the physical collection requires good manual dexterity and coordination.
- Specific vision abilities required include close and distance vision and the ability to focus on both print and electronic text.
- Required to lift on occasion, up to 25 pounds and to be able to push a cart of materials up to 75 pounds.

Other

- The selected candidate will submit to a NH State Police background check.
- The position is part-time and includes pro-rated vacation, holiday and sick benefits and reimbursement for professional development activities. It does not include health benefits. The hourly rate of pay range is \$18 - \$19.
- This description is intended to describe the general nature and level of work being performed for this position. It is not a comprehensive summary of all possible responsibilities, tasks, and duties. Different duties may be assigned at the discretion of the Library Director.

If, after reading this description, you are excited about this opportunity and interested in serving the Sandwich community as part of our team-based organization, we hope you will consider submitting your application. If you meet some but not all the requirements, please don't let a confidence gap stop you from applying.