

Lansdale Public Library
301 Vine Street
Lansdale, PA 19446
www.lansdalelibrary.org

Position Posting
LIBRARIAN – ADULT SERVICES (PART-TIME)

Overview of Lansdale Public Library

Lansdale Public Library serves the residents of the Borough of Lansdale. The Library is supported by dedicated funding from Lansdale Borough and through memberships fees, donations, and fundraising activities. Founded in 1928, the Lansdale Public Library was a single room in the borough building and had a \$1 membership fee. In 1958, a new building was built at Vine Street and Montgomery Avenue. In 1972, The LPL moved into its present location, 301 Vine Street. The library was renovated again in 1997 to add space for a children's and teens' section.

Summary

Under the supervision of the Director or Manager, the Adult Services Librarian will assist patrons of all ages and exercise oversight for library operations, with a primary focus in Adult Services. Part-Time Librarians typically work a set schedule of 20-28 hours per week, including evenings and occasional Saturdays.

Essential Duties

- Provides reference assistance, reader's advisory, interlibrary loan services, and information about relevant library resources to library users
- Provides technology assistance to library users
- Selects, acquires, promotes, and maintains print book and media collections for adults, based on professional reviews, popular interest, research needs, and usage
- Catalogs print books and media through copy cataloging and original cataloging, as needed
- Plans, promotes, and executes library programs for adults
- Physical Duties:
 - Must be able to remain stationary for extended periods as needed
 - Must be able to move around the library as needed
 - Must be physically able to use a computer
 - Must be able to move books and objects of similar weight
 - Must be able to remove books from high and low shelves, which may require reaching or stooping

Other Duties

- May act as Person-in-Charge as needed

- May select, acquire, and maintain print book and media collections for teens or children, as needed
- May plan, promote, and execute library programs for teens or children, as needed
- May update new books blog and library social media, create and publicize flyers and newsletters, or other marketing tasks as needed
- May be assigned to cover the Circulation Desk as needed
- May receive material donations, assess value, and select materials for collection and book sale
- May run circulation reports and compile statistics
- Other duties as assigned

Required Attributes

- Strong customer service orientation
- Excellent oral and written communication skills
- Strong technology skills including existing familiarity with or ability to learn TLC LibrarySolution, Microsoft suite, principles of internet searching, printing and copying, and other skills common to public library service
- Able to work evenings and/or Saturdays, as needed

Desired Attributes

- ALA-accredited MLS (or equivalent), Pennsylvania Provisional Librarian certification, or proof of current enrollment in an ALA-accredited MLS program
- Awareness of trends in libraries, community events, and literature and media
- Experience with copy cataloging and original cataloging as well as authority control
- Able to work independently with minimal supervision
- Strong organizational skills
- Adaptable to an ever-changing environment
- Teamwork-oriented

Compensation

The starting rate for this position is \$17-20 per hour, or commensurate with degree and experience.

To Apply

Please email a resume and cover letter to director@lansdalelibrary.org. This position is open until filled, but priority will be given to applications received by Monday, November 27, 2023.