

**Whipple Free Library
Cataloger and Technical Services Librarian Job Ad**

We are looking for a detail-oriented cataloger to join our team. This position is anticipated to begin in the middle of November. Do you have experience cataloging? Do you enjoy learning and keeping up to date with new library technology? Are you comfortable teaching tech one on one to patrons? We invite you to apply for our Cataloger and Technical Services position at the Whipple Free Library. We are looking for someone reliable, who can work well with our current team, and who has meticulous attention to detail.

The ideal candidate has library experience with knowledge in cataloging, Marc records, as well as experience with various library technology. This part- time position has flexible scheduling options. You will be required to work on the circulation desk on Wednesday afternoons and potentially one Saturday a month.

Title: Cataloger and Technical Services (30 hours)

Hiring Wage: \$18-20 per hour depending on qualifications and experience.

Benefits: Includes paid vacation and sick time on a prorated basis. Paid holidays are included, as well as a holiday birthday floating holiday that must be used one month prior or after the employee's birthday.

Job Summary

The Cataloger and Technical Services Librarian catalogs and processes all library materials both new and by donations accurately and in a timely manner. This position requires knowledge of the library's e-resources such as NH Downloadable books, e-readers and the ability to help patrons and staff with tech questions. This position is responsible for running tech appointments for patrons and teaching tech classes to the public.

Duties, Responsibilities and Required Skills

Please view the full job description [here](http://www.whipplefreelibrary.org) or at www.whipplefreelibrary.org.

Minimum Qualifications:

Bachelor's Degree and a minimum of two years' experience in library services; one year library cataloging experience; or equivalent combination of training, education, and experience in the library field that provides similar knowledge, ability, and skills. Must be able to pass a pre-employment criminal background check.

New Boston is a history rich community. We at the library strive to play a role serving our community by providing information, a meeting place, and programming with a friendly and professional atmosphere. We are an Equal Opportunity Employer.

To apply, please submit an application, cover letter and resume, along with three professional references to Tanya Ricker, Director, at director@whipplefreelibrary.org This position is posted until filled.