

# Library assistant needed. Part-time

Min. 15 hr/week

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## *Newspaper ad*

### **Library Assistant Interlibrary Loan**

The Salida Regional Library needs a Library Assistant approximately 15 hours per week Monday, Wednesday, and Friday evenings to assist with interlibrary loan work.

The job requires good organizational skills plus flexibility, since the work involves both clerical and computer work and customer service.

More information available at the library, 405 E St., or [www.salidalibrary.org](http://www.salidalibrary.org). Feel free to call library director Jeff Donlan at 539-4826 or email [jdonlan@salidalibrary.org](mailto:jdonlan@salidalibrary.org). Application deadline is 8:30 p.m. Friday, Feb. 12, 2010.

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## **Job Description**

We will seek to hire the best candidate who will complement our current staff. The library is open 7 days and 70 hours per week. This position requires evening hours.

Interlibrary Loan between libraries is a small fraction of total circulation but an important service. The work is a combination of computer work (receiving and placing requests electronically) and good ol' pencil/paper/stapler/rubber-band work.

Library work experience is not necessary, but efficient attention to detail and the ability to work under limited supervision are. Good organizational skills are required. Some days, there may be occasional interruptions to help at the circulation desk, but the job will be focused on Interlibrary Loan work.

Starting pay will be up to \$11.00/hour depending on experience.

You may inquire further of the Director, Jeff Donlan, at the library, 405 'E' St., Salida, CO, or call 719-539-4826, or e-mail [jdonlan@salidalibrary.org](mailto:jdonlan@salidalibrary.org). Resumes and letters may be submitted by email; please follow up to verify receipt.

The library's website is at <http://salidalibrary.org>.