



Lunenburg Public Library

Position Open: *Part Time Staff/Digital Services Librarian, Lunenburg Public Library*

Region: North Central Massachusetts

Duties/Description: Are you a techie librarian who's great at multi-tasking; comfortable with website editing and management; love learning the next best thing ~ then this could be the job for you! If you like working as part of a team and enjoy doing something different every day then the Lunenburg Public Library is where you need to be. This is a 28 hour/week position including every other Saturday and some evenings.

About the Library: The [Lunenburg Public Library](#) moved to their award winning building in 2005. We support a population of 10,000+. Our library is an active, interesting, and fun place. It is truly a center for the community.

General Description of Duties:

The Digital Services Librarian provides traditional and digital reference services. This position is also responsible for updating and maintaining the library's website and assisting patrons and staff with technology questions. The Digital Services Librarian plans, implements and supervises digital services including ILL's, e-books and online databases. This position will work with Town technology department to ensure a seamless and efficient technology environment for the Library's digital services.

Duties will include, but are not limited to:

- Answer reference questions in the library, by telephone and by email by using both traditional and digital resources
- Promotes the effective use of all information resources through marketing and training
- Update and maintain library's website in coordination with other departments and director
- Assist in the development and maintenance of the digital, online reference collection
- Assist in the provision of training and instruction to staff in use of automated systems
- Supervise the daily operation of the library's automated systems and workstations
- Develop and recommend policy and procedures for use of computers and computer systems
- Attend regional and professional meetings pertaining to technology to keep informed of current trends
- Work on circulation desk as needed
- Supervise and assist in the operation of the ILL department
- Assist patrons and staff with common computer hardware and software problems
- Other duties as requested by the library director

Qualifications: The Lunenburg Public Library is looking for a part time Digital Services Librarian with a MLS from an ALA accredited program and a minimum of 2 years library experience. Expertise with the Internet, databases, website management and library systems (Evergreen preferred).

Salary: \$18.48 per hour minimum, depending upon experience

Closing Date: Open until filled, with first interview cycle completed by 02/22/2013

Send: Please send a copy of your resume with 3 references to: Martha Moore

Lunenburg Public Library

1023 Mass. Ave.,

Lunenburg, MA 01462 or via email to: mmoore@cwmares.org