

March 9, 2023

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

POSITION: Library Assistant I – Acquisitions Department (PT Non-Exempt)

HOURS: 24 hours per week, including days, nights, and weekends on a flexible basis

RESPONSIBILITIES: Reports to the Head of Acquisitions and assists the public by processing, cataloging, and ordering materials. May help at the Circulation Desk as needed.

- Responsible for ordering materials through Acquisition Module
- Performs copy-cataloging in the Polaris client
- Uses OCLC Connexion to search and prepare MARC records for downloading into ILS
- Prepares and oversees purchase orders in ILS
- Responsible for creation of on-order bibliographic and item records
- Orders memorials and miscellaneous vendor orders
- Receives, invoices, pays, and links incoming materials in ILS
- Trains/Assists librarians in ordering from various vendors
- Processes and links all materials as required

MINIMUM QUALIFICATIONS:

- Minimum 3 years working in a Technical Services Department
- Knowledge of current national/local library cataloging standards, including RDA, MARC21, AACR2, and Dewey Decimal Classification
- Extremely detail and task oriented
- Accuracy and skill in keyboarding, spelling, English, grammar, and arithmetic
- Ability to communicate effectively, orally, and in writing
- Ability to promote and maintain effective relationships

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321
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- Positive service attitude
- Ability to understand and correctly interpret library policies and procedures

PREFERRED QUALIFICATIONS:

- Associate Degree in Library Services and Technology
- Knowledge of ordering through Baker & Taylor, Midwest Tape, Ingram, Amazon, etc.
- Experience working in OCLC Connexion and an integrated library system

SALARY: \$13.62 per hour

BENEFITS: Vacation, sick leave, personal leave, and holidays, defined contribution plan

APPLICATION: Application, cover letter, and resume accepted through Thursday, March 30, 2023, at 5:00 PM. [Employment_Application here](#)

To: Farmington Community Library
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