

Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of \$3,700,000. Its circulation is 500,000 items per year, its gate count is 250,000, and its program attendance is 35,000.

POSITION: **Library Student Intern – Youth Services**

HOURS: Up to 20 hours per week—including days, nights, and weekends

QUALIFICATIONS: Bachelor's degree. Enrollment in Master's degree program in Library Science from an ALA-accredited institution with at least one year remaining in the program before graduation. Experience in a public library environment preferred. Candidates should be friendly, enthusiastic, and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies.

RESPONSIBILITIES: Reports to the Head of Youth Services. The Library Student Intern will be required to perform the following types of duties:

- Provide readers' advisory and reference services to patrons of all ages using various collections and materials, and in multiple formats.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks.
- Assist with the development and implementation of Library programs for children from birth to sixth grade, including story times, outreach, and special programs.
- Assist with collection maintenance, including selection and deselection.
- Prepare topical bibliographies for youth and keep them current.
- Other duties as assigned.

TECHNOLOGY: Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages, especially Microsoft Office programs
- High-level Internet searching skills
- Ability to teach people how to use e-books, downloadable audio books, and other electronic resources
- Acquaintance with emerging technologies

PAY RATE: \$16.50 per hour

APPLICATION: Cover letter, resume, and application are due by Friday, October 19, 2018.

PROCEDURE: To: Baldwin Public Library
Attn: Paul Gillin
300 W. Merrill St.
Birmingham, MI 48009
Electronically to: paul.gillin@baldwinlib.org

The application is available on the library's employment website:
<http://www.baldwinlib.org/employment/>