



CHARLESTON  
LIBRARY  
SOCIETY

**Become a part of the team at the south's oldest cultural institution.**

The Charleston Library Society is seeking a Part-Time Library Technician to assist with essential aspects of collection maintenance. Work will involve shelving, processing and preparing items for circulation, and a variety of other consistent library duties. The technician will also assist in the completion of open projects related to our collections. The ideal applicant is self-motivated but flexible, and has natural interest in the non-profit environment.

Applicants should have strong computer skills, as well as familiarity with Mac and GSuite products. Excellent communication skills are required. Many assigned tasks and ongoing projects will involve lifting and moving large amounts of books for extended periods of time. Though an MLIS is helpful it is not required for this position. This is a part-time position that totals 20 hours per week (Tuesday through Thursday).

**Position**

Library Technician

**Job Type**

Part-time (20 hrs/week)

**Website**

<http://www.charlestonlibrarysociety.org>

**Job Description**

Under the supervision of the Head Librarian and her designee, the Special Collections Librarian, the Technician will perform a variety of tasks directly supportive of the Charleston Library Society's collections.

**Duties Include**

- Processing and copy cataloging new books and other collection materials
- Carrying out tasks directly related to the physical card catalog and shelf list
- Reshelving books accurately by location and call number
- Performing shelf-reading and responsively moving incorrectly shelved items correctly
- Barcoding, labeling, and shifting collection materials
- Assisting in other areas as needed

**Qualifications**

- Must be very detail oriented, hard working, trustworthy, reliable, efficient and flexible
- Must have familiarity with searching library catalogs and using GSuite products
- Must have excellent oral and written communication skills
- Must be able to work independently and collaboratively in a team setting
- Must be able to take direction and complete tasks

- Must be able to lift 50 lbs
- Must be able to perform tasks that involve long periods of standing
- Must be timely and professional

**Preferred**

- Strong interest in reading and literacy
- Experience working in a library setting
- Preference for English majors

**Hours and compensation**

- 20 hours per week Tuesday-Thursday
- \$12-\$15 per hour depending on experience

Please send Cover Letter, Resume, and three references to

[Librarian@charlestonlibrarysociety.org](mailto:Librarian@charlestonlibrarysociety.org)

