



OPEN POSITION

PART-TIME ASSISTANT LIBRARIAN

November 15th, 2023

For immediate hire.

Job Description

Become a part of the Library Team at the South's oldest cultural institution.

The Charleston Library Society is seeking a **Part-Time Assistant Librarian**. Under the supervision of the Head Librarian and her designees, the Assistant Librarian will perform a variety of tasks directly supportive of the Charleston Library Society's operations and collections. This is a part-time position that totals 24 hours per week, including Saturdays from 9:00a-12:00p. This is an entry level position and an excellent starting point for recent MLIS graduates. The ideal applicant is self-motivated but flexible, and has natural interest in the non-profit environment. Excellent communication skills, dependability and timeliness are required.

Applicants must have strong computer skills, familiarity using Mac computers and GSuite products, and library management software. Many tasks and ongoing projects will involve lifting and moving large amounts of books for extended periods of time, so the ability to stand for extended periods of time as well as lift 50lbs is essential.

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 fulfillment of grant requirements, including diligent time and record keeping
- Processing and pricing books for book sale
- Assisting in other areas as needed

Qualifications

- Must have an MLIS degree or approaching graduation from an MLIS program.
- Familiarity with AACR2 cataloging principles
- Must be very detail oriented, hard working, trustworthy, reliable, efficient, and flexible
- Must have familiarity with searching library catalogs (physical and digital) 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
- Multitasking and prioritization of tasks

Preferred

- Knowledge of South Carolina/Charleston history a plus
- Strong interest in reading and literacy
- Experience working in the customer facing environment of a library or bookstore setting

Hours and compensation

- 24 hours/ week including Saturdays (9:00-12:00)
- \$15+ per hour Commensurate with experience

To start immediately. Please send Cover Letter, Resume, and three references to Librarian@charlestonlibrarysociety.org