

Part-Time Technical Services Assistant  
Oradell Free Public Library (Oradell, NJ)

The Oradell Public Library is seeking a part-time Technical Services Assistant starting May 2022

Technical Services Assistant responsibilities include:

Technical Services

- Catalogs (links) all items in the Adult collection.
- Maintains files on items on order and processes invoices.
- Searches for missing items and withdraws and replaces them.
- Shifts materials on shelves where and when needed in conjunction with other staff.
- Repairs or replaces damaged library items.

Collection Development

- Selects and orders Adult fiction books, non-fiction, books on CD, ebooks, periodicals, music on CD, and DVDs.

Delivery and Circulation

- Participates with team responsible for the processing of incoming and outgoing materials in the delivery system in conjunction with the circulation staff as needed.

Qualifications:

- High school diploma or equivalent; college degree preferred.
- Working knowledge of the BCCLS system; experience working in technical services at a BCCLS library preferred.

This position is twenty-five (25) hours per week.

Please email in **one** document attachment a cover letter, a resume, and three references (including telephone numbers and email addresses) with " Technical Services Assistant - <YOUR NAME>" as the Subject line to [trause@oradell.bccls.org](mailto:trause@oradell.bccls.org).