Be part of a transformational library committed to connecting the community to new and creative resources in meaningful ways. Meridian Library District serves 95,000 residents through two branches, a bookmobile, an emerging technology branch, and online services.
BENEFITS | PART-TIME

COMPETITIVE BENEFITS PACKAGE

- Employee Assistance Program (EAP)
- PERSI Retirement and optional 401K
- Voluntary Group Life Insurance
- Voluntary Aflac
- Accrued Paid Time Off (PTO)
- Holiday pay for major holidays 6 months from hire

RESPONSIBILITIES

- Interlibrary loan processing, circulation and collection maintenance.
- Fill interlibrary loan requests
- Maintain records and statistics related to interlibrary loans
- Create and update ILL records and patrons blocks
- Assist with receiving newly purchased and donated items
- Processing materials for use by the public
- Set-up and maintenance of related collection devices and kit materials

SCHEDULES

- 29 hours per week
- Flexible schedule (mornings, afternoons, nights and weekends)
- Scheduling depends upon size of library and current library needs

HIRING RANGE

- Hiring rate is: $12.55 per hour DOE

A SUCCESSFUL INTERLIBRARY LOAN ASST:

- Has a sense of humor
- Great understand of public libraries
- Excels at customer service
- Has great technology skills
- Enjoys working with people
- Has excellent communication skills
- Is energetic, motivated & details-oriented

LEARN MORE: www.MLD.org/employment
@MeridianLibrary