



**KATONAH
VILLAGE LIBRARY**
We are community.

OUR MISSION The Katonah Village Library fosters a vibrant gathering space for all to explore ideas, engage with culture, and discover new possibilities through access to information, dynamic staff support, and enriching experiences.

Part Time Adult Librarian

Reports To: Library Assistant Director

Position Summary

The Part Time Adult Librarian provides excellent customer (patron) service, collection development, and programming, and is responsible for helping patrons search for and acquire information. The Part Time Adult Librarian works under the supervision of the Assistant Director.

Key Responsibilities

Duties include but are not limited to:

Reference and Reader Advisory

Provides direct public service, including reference and reader's advisory. Instructs the public to maximize the use of library resources including the ILS (Evergreen), subscription learning tools, and ebooks. Answers reference questions and provides reading recommendations. Processes interlibrary loans. Helps train library users to develop searching skills. Guides patrons on usage of Chromebooks, PC, fax, copier, scanner, and Libdata—printing/mobile printing. Provides excellent customer service.

Collection Development

Works with other Adult Librarians in the collection development of adult fiction and nonfiction books.

Programming

Support Library Events coordinator with adult programming including the facilitation of adult book groups.

Budget

Is responsible for working with the Assistant Director and other Adult librarians to monitor the budget line for Adult fiction and nonfiction.

OUR VISION

Katonah Village Library is a hub for our community, empowering residents to explore, connect, and grow.



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Statistics, Reports, and Weeding Collection

Under the direction of the Assistant Director, tracks and evaluates statistics and usage data and makes recommendations for improvement-based changes based on results as well as patron feedback. Weeds and shifts adult collections based on reports and needs.

Representative and Collaboration

- Strong commitment to library values and ethical practices; serves as a role model for professional behavior and high-performance standards.
- Supports library goals and objectives.
- Responds to patron questions and situations in accordance with library policy.

Education: Master's Degree in Library and Information Science (MLS/MLIS) from an ALA-accredited university.

Certification: Eligibility for or possession of a New York State Public Librarian Professional Certification.

Skills: Strong working knowledge of current library technology, excellent interpersonal communication, and a proactive attitude toward community engagement.

Hours - 21-27 hours/week. Some weekends and evenings

Salary - \$30.00 - \$34.00/hour

Please send resume and cover letter to director@katonahlibrary.org

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