

# Milford Public Library

330 Family Drive

Milford, MI 48381

p: 248.684.0845 f: 248.684.2923

**POSITION:** **SUBSTITUTE LIBRARIAN** (multiple openings, assignments at Adult and/or Youth Service Desks)

**HOURS:** As needed, including days, nights, and weekends

**QUALIFICATIONS:** MLS from an ALA accredited library school. Candidates should have an enthusiastic, positive public service orientation and the ability to work effectively with patrons of all ages. Candidates must be comfortable with technologies used in the public library.

**RESPONSIBILITIES:** Substitute Librarians are required to perform the following types of duties:

- Provide readers' advisory and reference services to patrons using various collections and materials, and in multiple formats.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs, e-reader and tablet use; and use of electronic resources, including databases and e-content.
- Other duties as assigned.

**TECHNOLOGY:** Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages
- Internet searching skills
- Ability to teach people how to use e-content and other electronic resources

**PAY RATE:** \$17.55 per hour

**APPLICATION:** Cover letter, resume, and application are due by September 9, 2017

**PROCEDURE:** To: Milford Public Library  
Attention: Tina Hatch, Library Director  
330 Family Drive  
Milford, MI 48381

Electronically to: [thatch@milfordlibrary.info](mailto:thatch@milfordlibrary.info)

The application is available on the library's website at:

<http://milfordlibrary.info/about/employment>

*"the first step on your path to enrichment ~ bringing the world to you"*