

The Hubbardston Public Library is looking for an Assistant Librarian. You would be responsible for performing basic library services and clerical work in the library. These services would include, but not be limited to, checking items in and out and or renew items for library patrons, assist patrons with placing holds, processing Inter-Library loans for patrons, develop a familiarity with Libby to assist patrons with same, provide help with the public computer, operate fax and copier machine, shelve returned items to the stacks, enter new items into the Evergreen system, and weeding old items to remove from the system and maintain confidentiality of library patrons. This is a part-time, non-benefited position. The position is for 9 to 12 hours per week, with some evenings and Saturday mornings required. Pay starts at \$15. Please find the application form at:

https://www.hubbardstonma.us/sites/g/files/vyhlf3276/f/pages/employment_application.pdf complete the form and return to:

Library Director
Hubbardston Public Library
7 Main St Unit #8
Hubbardston, MA 01452