

Technical Services Page

Part time, 19 hours per week.

The New Rochelle Public Library is looking for a creative, efficient & focused individual to work in our Technical Services department.

The successful applicant will perform a number of critical tasks in the processing and readying of new materials as they come into the library.

Responsibilities include performing any or all of the following:

- Opens new deliveries and checks packing list accuracy.
- Date stamps, initials and collates packing lists in binders.
- Processes new materials
- Applies ownership stamp & date stamp.
- Places mylar covers on books.
- Processes covers/cases for DVD's and CD's, audiobooks and kits.
- Repairs damaged books using the binding machine.
- Repairs damaged CD's using a CD cleaner/repair machine.
- Deletes items from the catalog

Requirements:

- Strong organizational skills.
- Strong focus and attention to detail.
- Ability to work both quickly and accurately.

Preferred candidates will have some arts & craft skills and ability to learn simple crafting machines

Hours:

- 19 hours/week. **This position requires a commitment to working the full complement of 19 part time hours per week.**