

Beth Israel is looking for a new librarian for the adult library—a paying position!

Responsibilities include selection and weeding, purchasing and budgeting, answering reference questions, and maintaining the online catalog.

The ideal candidate will have a library or information science degree, or extensive experience in library management.

This is a four hour paid position, to be filled on Sunday mornings and any afternoon when school is in session.

Please send cover message and resumé to Beth Dwoskin at bdwoskin@yahoo.com or Lisabeth Lobenthal at lblobenthal@bethisrael-aa.org

Beth Israel Congregation Librarian Job Description

The Librarian is responsible for the management and administration of the Beth Israel Adult Library, in accordance with the library mission statement and selection policy. The Librarian reports to the executive director and works closely with the rabbi and the library committee to maintain the library and offer bibliographic and reference services to the congregation and staff of Beth Israel.

The librarian will attend meetings of the Library Committee.

The librarian will:

- Select and purchase books for the library in accordance with the library selection policy. Regularly evaluate the collection and eliminate books that are out of date or in poor condition.
- Purchase necessary supplies
- Develop and manage an annual budget and establish buying plans with vendors; participate in fund-raising as required
- Keep records and statistics regarding circulation, past budgets, reference queries, programming, etc.
- Catalog books and prepare them for use
- Maintain the online catalog and keep it up to date
- Maintain a presence for the library on the synagogue's redesigned website
- Develop programming and publicity for the library related to synagogue events such as holidays, speakers, Beth Israel Reads, etc.
- Write articles for *HaShaliach* featuring library programs and new books
- Supervise library volunteers

- Continue professional growth through seminars and other educational opportunities

Though this position is for the adult library, the librarian must be on site on Sunday mornings and any afternoon when school is in session. The position totals four hours per week. The position requires a master's degree from an ALA-accredited library school or equivalent experience, and a background or knowledge of Jewish materials.