

**Job Opening**  
**Library Assistant 1 – Processor**  
**Willington Public Library (7 Ruby Road, Willington, CT 06279)**  
**Application Deadline: Tuesday, June 30th, 2026**

**Position Type:** Part-Time

**Starting Wage:** \$18.25 per hour

**Schedule:** Eight hours per week (two days per week, one night and one daytime shift)

**Anticipated Start Date:** August 2026 or sooner

The Willington Public Library is seeking a detail-oriented, patron-focused, and technology-savvy **Library Assistant 1 – Processor** to join our team. This position maintains the accuracy, organization, and accessibility of library materials through cataloging and processing, as well as providing patron support and assistance.

### **Position Summary:**

The Library Assistant 1 – Processor position is responsible for maintaining bibliographic and item records within the Willington Public Library's Integrated Library System (ILS), preparing new materials for circulation, and assisting with the withdrawal of discarded items from the system. In addition to technical services, this position provides patron services and assistance as needed at the circulation desk when working in that area.

This is a part-time position scheduled for approximately eight hours per week over two days. There may be opportunities to work additional hours covering shifts for other staff members as needed. This position currently requires one evening (Tuesdays 4PM to 8PM) and one daytime shift per week, with occasional weekends as needed.

### **Key Responsibilities:**

#### **Cataloging & Processing**

- Update and maintain MARC records for existing materials.
- Create new bibliographic and item records for new acquisitions.
- Assist with removal and deletion of withdrawn materials.
- Prepare materials for circulation (labeling, covering, barcoding, tagging).
- Ensure metadata accuracy and consistency with other CT libraries.
- Collaborate with library administration on collection integration.
- Assist with collection development as needed.

#### **Patron Support**

- Provide courteous customer service to patrons of all ages when working at the circulation desk.
- Assist with locating materials and basic technology help.
- Support circulation tasks as needed.

- Provide support for the Assistant Director/Programmer with programs, displays, and events as needed.
- Perform opening and closing procedures when scheduled.
- Complete additional clerical or operational duties as assigned.

## Qualifications

- Minimum Bachelor's Degree in Library Science or related field (MLIS preferred); relevant coursework and/or library experience will also be considered.
- Familiarity with MARC records and cataloging principles (familiarity with AutoGraphics Verso a plus).
- Strong attention to detail and data accuracy.
- Excellent computer skills and comfort with library systems.
- Strong communication and customer service skills.
- Reliable transportation or access to a vehicle. A valid driver's license must be provided for applicants driving themselves.
- Ability to stand, bend, and reach for extended periods.
- Must be 18 years or older.

## Compensation & Benefits

- \$18.25 per hour with annual wage increases.
- Paid holidays observed by the library (when regularly scheduled to work).
- Paid sick leave, in accordance with Connecticut state law (effective January 1, 2027).
- Opportunity for additional hours when covering staff absences.

## To Apply:

Please fill out an Application Form (available at <https://www.willingtonpubliclibrary.org/employmentopportunities> ), provide a copy of your resume and a cover letter outlining your interest in the position to the Willington Public Library by **Tuesday, June 30th, 2026**. Applications may be submitted one the following ways:

- Email (Steve Osier, Library Director at [director@willingtonpubliclibrary.org](mailto:director@willingtonpubliclibrary.org)) .
- Mail (Willington Public Library, 7 Ruby Road, Willington CT 06279).
- Fax (860-429-2136).
- Dropped off in person at the library circulation desk.

For questions or additional information, please contact Steve Osier at [director@willingtonpubliclibrary.org](mailto:director@willingtonpubliclibrary.org). The position includes a 3-month probationary period, at which time a review of training and performance will be made and employment will be confirmed. Willington Public Library is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, disability, sexual orientation, gender identity, or national origin.