



120 Academy Street, Trenton, NJ 08608  
(609) 392-7188 • www.trentonlib.org

## **Part-time Library Associate**

The Trenton Free Public Library is the bridge that connects the community to literacy, guides learning, and inspires curiosity. TFPL is the oldest library in New Jersey, founded in 1750 as the Trenton Library Company by Dr. Thomas Cadwalader. Benjamin Franklin is said to have purchased the library's first 50 books. Originally a subscription library, it became incorporated as a free public library as it is known today.

The Library is seeking a part-time Library Associate to join our team. Library Associates provide service to patrons of all ages, are responsible for taking the lead in organizing and implementing the technical or public service aspects of one or more library programs, such as the development and coordination of events, patron services, or collection management. They should be a creative customer service expert with a passion for helping people explore resources in ways that allow them to follow their interests and discover new ones.

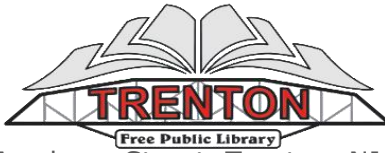
### **Responsibilities**

Under the direction of a Librarian, a Library Associate:

- Provides circulation/reference service and instruction to library patrons of all ages using print, media, and digital resources
- Receives and responds to patron inquiries from the public in person, via the telephone, and electronically
- Oversees specific library collections and updates holdings by removing obsolete materials and recommending new titles and equipment.
- Assists with opening and closing procedures
- Takes the leads in tasks assigned to support staff and volunteers
- Performs community outreach to promote and increase public participation and use of library services
- May assist in planning and delivering library programs for children, teens and/or adults
- Resolves patron concerns within the authority granted by the professional librarian or another supervisory official.
- Conducts tours of the library facility
- Provides basic reader advisory to patrons seeking and prepares reading lists and bibliographies.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems
- Performs other related duties as required

### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree



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**Desirable:**

Bilingual (English/Spanish)

Interested candidates should email their cover letter and resume to [director@tfplibrary.org](mailto:director@tfplibrary.org),  
attention Rebecca FrancoMartin.