



May 11, 2026

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

POSITION: Acquisitions Assistant – Acquisitions Department (PT Non-Exempt)

HOURS: 24 hours per week, including days, nights, and weekends on a flexible basis

RESPONSIBILITIES: Reports to the Head of Acquisitions and assists the public by ordering, processing, and cataloging materials. May help at the Patron Services Desk as needed.

- Ordering materials through Polaris/Leap Acquisition module.
- Performing copy-cataloging in the Polaris/Leap.
- Using OCLC WorldShare to search and prepare MARC records for downloading into ILS.
- Preparing and overseeing purchase orders in ILS.
- Creating on-order bibliographic and item records.
- Ordering memorials and miscellaneous vendor orders.
- Receiving, invoicing and linking incoming materials in ILS.
- Assisting librarians in ordering from various vendors.
- Processing and linking all materials as required.
- Troubleshoot, define problems, collect data, establish facts and draw valid conclusions.
- Understand and correctly interpret Library Policies and Procedures.

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300

- Utilize oral and written communication skills, including the ability to provide basic information or simple customer service assistance to patrons and staff, refers more complex issues to supervisor.
- Maintain confidentiality of private information in accordance with the Library Privacy Act.
- **PHYSICAL REQUIREMENTS:** Ability to lift or carry up to 30 lbs., push or pull carts up to 50 lbs., and sit, stand, walk, bend, reach, and stoop for extended periods. Must have sufficient vision, hearing, and speech to perform job functions.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum 1 years working in an Acquisitions Department.
- A positive and enthusiastic approach to public library service.
- Demonstrated excellent customer service skills, including over the phone, online, and in-person.
- Demonstrated proficiency in the use of technology, including Microsoft Office Suite.
- Demonstrated ability to quickly understand and utilize new systems, technologies, and processes.
- Demonstrated ability to understand and follow procedures, and existing precedents; independently resolve minor problems.
- Demonstrated ability to follow organizational priorities, manage time effectively, set daily/weekly tasks, and demonstrate an attention to detail and flexibility.
- Demonstrated ability to work with diverse audiences and maintain effective working relationships.
- Demonstrated ability to interact with patrons as needed and positively impact and improve their experience.

PREFERRED QUALIFICATIONS:

- Associate Degree in Library Services and Technology

- Knowledge of current national library cataloging standards, including RDA, MARC21, AACR2, and Dewey Decimal Classification.
- Knowledge of ordering through Ingram, Midwest Tape, Amazon, etc.
- Experience working in OCLC WorldShare Record Manager and an integrated library system

SALARY: \$18.75 per hour

BENEFITS: Vacation, sick leave, personal leave, and holidays, defined contribution plan

APPLICATION: General application, cover letter, and resume required to be submitted by email to Crystal.Peterson@FarmLib.org

Position open until filled. Applications received by May 22 will receive priority consideration.