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## Pittsburgh Theological Seminary

### **INTERLIBRARY LOAN / REFERENCE LIBRARIAN Pittsburgh Theological Seminary, Pittsburgh PA**

Pittsburgh Theological Seminary, a graduate professional institution of the Presbyterian Church (U.S.A.), invites applications for the full-time position of Interlibrary Loan / Reference Librarian of the Clifford E. Barbour Library.

#### *Position Summary*

The Interlibrary Loan / Reference Librarian performs a variety of duties to support the public and technical services functions of the Library. These duties include responsibility for the Library's interlibrary loan operations using OCLC's resource sharing applications; overseeing the library and staff on designated nights and weekends; providing reference and other public service functions as necessary, including student worker training, bibliographic instruction, designing help guides, etc.; and managing the seminary's online bookstore. Some copy cataloging may be required.

#### *Qualifications*

The successful candidate will have an ALA-accredited MLS, MLIS or equivalent. Minimum two (2) years' experience in related positions normally required; experience in an academic theological library preferred.

Candidate should exhibit a commitment to providing responsive and innovative services in a post-graduate school; excellent reading, writing, and grammar skills; excellent interpersonal relations and communication skills; demonstrated knowledge of integrated library systems preferably Innovative Interfaces' Sierra system; demonstrated knowledge of general Microsoft office applications and library software, including interlibrary loan and other functions using OCLC applications; knowledge of a variety of library databases; knowledge of basic web design is helpful.

Salary commensurate with experience. Benefits package includes TIAA-CREF, medical and dental.

#### *Application Information*

The position will remain open until filled. Apply by sending cover letter and CV to:

Darlene Veghts  
Barbour Library  
Pittsburgh Theological Seminary  
616 North Highland Ave.  
Pittsburgh PA 15206  
dveghts@pts.edu

Pittsburgh Theological Seminary is an Equal Opportunity Employer.

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August 25, 2015