



Revised: 3/6/17

Massachusetts Library System
225 Cedar Hill Street, Suite 229
Marlborough, MA 01752
Telephone: (508) 357-2121
Toll-free in MA: (866) 627-7228
www.BiblioTemps.com

REQUEST FOR PERSONNEL

Date of Request: \_\_\_\_\_

LIBRARY CONTACT INFORMATION:

Library: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Billing Contact Name/Title: \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_

Billing Contact Phone: \_\_\_\_\_

POSITION INFORMATION:

Position Title: \_\_\_\_\_ Temp to Perm? Yes No

Position Start Date: \_\_\_\_\_ Position End Date: \_\_\_\_\_

Please do not write "ASAP" for start date. Note: the expected time required between your request and the placement start date is 2-3 weeks, though some positions may take longer.

# of Hours per Week: \_\_\_\_\_ Schedule: \_\_\_\_\_

The Supervisor will be given timesheet approval access unless otherwise indicated.

Position Supervisor Name/Title: \_\_\_\_\_

Supervisor Approve Timesheet?(If no, alternate approver must be indicated) Yes No

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Alternate Time Sheet Approver: \_\_\_\_\_

Alternate Time Sheet Approver Email: \_\_\_\_\_

## **POSITION TYPE:**

*(NOTE: Position type designation is subject to approval by the BiblioTemps® Manager. Please see the current client rate sheet – available from the BiblioTemps® Manager – for corresponding service fees.)*

**Highly Experienced Professional** – *Very specialized or highly experienced, e.g., library management, special projects, etc.*

**Professional** – *MLS degree and 2+ years of library experience with specific skills/expertise*

- **New Professional** – BiblioTemps® offers a discounted rate and service fee for new professionals, including those with recent MLS degrees or advanced LIS graduate students with library work or internship experience.

Are you willing to consider a new professional for this position?  **Yes**     **No**

**Note:** *Because availability of new professionals cannot be guaranteed, this option must be selected in addition to Professional (above).*

**Paraprofessional** – *Library experience with specific skill or expertise, e.g., circulation assistant, cataloging assistant, programming assistant, etc.*

**General Staff** – *Library experience, but no particular expertise, e.g., shelver, administrative assistant to a librarian, etc.*

## **POSITION REQUIREMENTS:**

Position Duties:                    (Please list the duties below, or attach a job description.)

Technology Requirements: *(Please list any required applications and systems, including ILS.)*

Special Requirements: *(Include any physical requirements, e.g., lifting, hearing, vision, etc.)*

Background check: (Please check all that apply.)

- CORI check required. The library will conduct it, at its own expense, in accordance with Massachusetts CORI law.
- CORI check required. The library requests that MLS conduct it, and will reimburse the expense. *PLEASE NOTE: If you select this option, please be aware that only MLS staff registered to conduct CORI checks will be able to view the results directly in order to comply with CORI regulations.*
- Other background check required. The library will conduct it, at its own expense.
- Other background check required. The library requests that MLS conduct it, and will reimburse the expense.
- No CORI / background check required.

All background checks, whether conducted by MLS, its client libraries, or an outside agency, will be conducted in compliance with Massachusetts CORI law.

**SIGNATURE OF LIBRARY DIRECTOR:**

By signing below, you acknowledge that you understand and accept the following terms and conditions:

**Statement #1:**

I agree that the above information is correct.

**Statement #2:**

I agree that my organization will not independently recruit applicants for this position while BiblioTemps® seeks a candidate. This includes, but is not limited to, advertising, recruiting, and interviewing applicants outside BiblioTemps®.

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

Upon receipt of this request, BiblioTemps® will respond as soon as possible to discuss cost and availability of temporary staff.

**Please note:** Employers **must** complete a Client Temporary Employment Agreement before requesting personnel. For an agreement, contact the BiblioTemps® Manager, at [BiblioTemps@masslibsystem.org](mailto:BiblioTemps@masslibsystem.org).