



Massachusetts Library System
33 Boston Post Road WEST, Suite 400
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: _____

Position Start Date: _____ Position End Date: _____

Please do not write "ASAP" for start date. Note that the minimum time required between your request and the placement start date is two 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/Title: _____

Supervisor Phone: _____ Supervisor Email: _____

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

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