

May 4, 2014

Mid-Hudson Library System
103 Market Street
Poughkeepsie, NY 12601

Dear Hiring Manager,

I am writing to apply for the Automation Coordinator position at Mid-Hudson Library System. My interest in the position stems from my proficiency with integrated library systems, my passion for customer service, and my enthusiasm for promoting innovative and emerging technologies. I am impressed with MHLS's broad range of community centered services to member libraries and its dedication to the information needs of its patrons. The library consortium's focus reflects my commitment to promote engaged learning experiences through the use of integrated resources.

My varied work experiences provide diverse skills and abilities in library automation and customer support that make me well qualified to work as an automation coordinator. Upon completion of my MLS degree I have worked as a librarian in both library and vendor environments. My experience as a professional librarian and expertise with integrated library systems offers an invaluable synthesis of user needs and library technology. My comprehensive ILS training for librarians and staff includes both classroom and online instruction that is complementary to any user-centered environment. Through my experiences with cataloging instruction, I am familiar with cataloging formats including MARC as well as FRBR/RDA. I have also performed original and copy cataloging using shared resources. As lead customer support librarian, I supervised, mentored, and trained staff librarians on daily operations, allocating tasks and resources to meet departmental goals. In addition, I trained and supervised library staff and student workers in library procedures and policies. Years of working as a librarian enables me to provide guidance, supervision and training to individuals as well as groups, troubleshoot ILS software problems and concerns, and communicate effectively with library staff.

I seek a position that is personally challenging and professionally rewarding and I find the potential for both at Mid-Hudson Library System. I am confident that my ILS and library automation experience, technical services skills, and enthusiasm for customer support will both complement and enrich resource sharing services at MHLS. As relocation poses no restrictions, I am available for employment immediately. I would welcome the opportunity to speak with you about the Automation Coordinator position at Mid-Hudson Library System in greater detail.

Thank you for your consideration.

Sincerely,

Thomas O'Connell
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