



**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: \_\_\_\_\_

**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: \_\_\_\_\_

This position will be reporting:     **In Person**     **Remote**     **Hybrid**

If remote or hybrid, will you be supplying the placement with a laptop?     **Yes**     **No**

**Please note: BiblioTemps/The Massachusetts Library System is unable to supply placements with a laptop. We strongly discourage the use of personal equipment.**

Is the placement worksite on strike or lockout?     **Yes**     **No**

**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.*

**POSITION REQUIREMENTS:**

**Please include a job description as a separate attachment** (include position duties, qualifications, and technical requirements).

Will personnel need to pay for parking at the placement location?     **Yes**     **No**

If yes, please provide parking cost details in the box below.

**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.

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®.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**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).