

INFORMATION SERVICES LIBRARIAN

Definition

Information Services Librarian performs professional library duties with responsibility for providing reference and information services, readers' advisory, and may assist with interlibrary loan.

Supervision

Work is performed under the general direction of the Assistant Director/Head of Information Services and/or Director, plans, implements, and follows through on assigned projects.

Job Environment

Work is performed under typical office and library conditions; work environment is moderately noisy; required to work regular library hours, which include evening and weekend hours.

Operates computer and other standard office equipment.

Makes constant contact with library patrons; makes frequent contact with community groups and schools, police, and other town departments; contacts are by phone, in person, and in writing, and require excellent customer service skills.

Errors could result in injury to self or others, delay or loss of services, damage to the library buildings, equipment, and materials, and legal repercussions

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provides, with varying levels of complexity, information, reference, and referral services to all library users, utilizing in-house resources, the Old Colony Library Network, additional libraries' resources, and the Internet.

Provides readers' advisory services to all library users.

In cooperation with the Assistant Director/Head of Information Services, responsible for collection development and maintenance of reference materials. May participate in other collection development duties as assigned.

Assists library users in the use of all library resources and equipment.

Under supervision and evaluation of Assistant Director/Head of Information Services and/or Director, plans, implements, and follows through on assigned projects.

May prepare bibliographies to assist patrons in the use of the library.

May be responsible for assisting with interlibrary loan and reserve materials.

Performs circulation functions as necessary.

Coordinates, on certain weekends and evening hours when other professional staff are not on duty, the operation of the library, providing all services, and responding to all inquiries. Follows standard practices and library procedures. May be responsible for opening, closing, and securing the building.

Keeps abreast of current trends in librarianship and library technologies by attending professional workshops and reviewing professional journals.

Performs other related duties as required.

Has regular contact with library patrons and other library personnel. Contacts involve frequent telephone contact with other libraries and assisting patrons in person with library procedures.

Recommended Minimum Qualifications

Education and Experience

Master's degree in library science from an ALA-accredited school. Prior experience working in a public library setting is desirable. Ability to communicate well and organize and manage projects. Proven ability to work as part of a team.

Knowledge, Ability, and Skill

Knowledge. Professional knowledge of the concepts, principles, tools, practices, and techniques of librarianship. Knowledge of computer systems, including general knowledge of hardware, software, and telecommunications equipment. Knowledge of CD-ROM, Internet, and other library-related technologies. Knowledge of library procedures, rules, policies and the ability to apply them in a manner that is consistent and professional.

Ability. Ability to deal with and assist the public in a friendly and polite manner. Ability to direct the work of professional and non-professional subordinates. Ability to meet and deal with people appropriately and effectively. Ability to express oneself orally and in writing. Ability to listen and interpret requests for information and services and to develop responses or develop alternatives. Ability to operate a keyboard, computer, telephone, and standard office equipment. Ability to maintain and service library equipment.

Skill. Good planning and organizational skills. Excellent customer service and communication skills.

Physical Requirements

Moderate physical effort is required in performing typical library functions. Frequent standing, walking, and sitting. Frequently required to sit, talk, listen, or use hands. Vision and hearing at, or correctable to, normal ranges; work function involves close work with books, library materials, and computers. The employee must have the ability to lift and/or move materials weighing up to 30 pounds but seldom more than 100 pounds, such as books, computers, printers, etc. May be required to access library materials at a height up to seven feet and at floor level.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.