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# Example of Library Job Description

Our company is growing rapidly and is looking to fill the role of library. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for library

* With the Senior Records Manager/Archivist and other departments at the University
* Identifies and promotes the maintenance of historical records to preserve institutional memory and heritage, including assessing with other HUA staff the long-term value of University offices’ records and faculty research data to the University and the Archives, and brings historical archival records into the Archives
* Processes monograph and serial publications including withdrawing volumes and titles from the collection, assigning backlog accession numbers, maintaining department backlog, proofreading catalog records and maintaining holding information
* Sorts and shelves library materials and shifts library collections
* Verifies correct form of entry for monographs and serials
* Provides circulation/reference service and instruction to library patrons of all ages using print, media and computer resources
* Answers questions from the public in person, over the telephone and electronically
* Performs community outreach to promote and increase public participation and use of library services
* Assists in planning and delivering library programs for children, teens and/or adults
* Instructs patrons on the use of the Internet, computer applications and other Library services

## Qualifications for library

* Current enrollment in the Lancaster Institute for Health Education (LIHE) is preferred
* Please note this position includes working some early shifts and one evening shift
* Must be able to regularly lift 40 lb
* Ability to pass a criminal records check should a job offer be extended
* Office/Library environment
* Knowledge and appreciation of literature for all ages, audiovisual materials, computer resources, and other materials that constitute a balanced, relevant collection, love of reading