



Example of Librarian Job Description

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Our company is growing rapidly and is looking to fill the role of librarian. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for librarian

- Train and supervise technology assistants, classified librarians, clerks, volunteers and student staff in the performance of their duties
- Collection Development
- Oversee the development of cataloging and metadata policies and procedures and ensure that the most efficient and appropriate standards and best practices are used
- As a member of the Digital Initiatives team, support Digital Humanities initiatives on campus
- Work closely with IT and the Libraries to set up infrastructure for collaboration with campus and community partners
- Take an active role in promotion and outreach of digital initiatives projects
- Work with a variety of physical and digital materials to create or enhance interactive online exhibits
- Provide support for exhibit creation and digital asset management
- Explore and utilize different platforms, such as Omeka, ESRI Storymaps, DSpace, and CONTENTdm to create digital exhibits and participate in planning for web presentation and development
- Assist in the promotion of digital collections to users

Qualifications for librarian

- Knowledge and / or experience working with content standards such as Dublin Core
- Bachelor's degree in library sciences or related field or

- One (1) year work experience and/or training preferred in the operation and maintenance of a small institutional library required
- Experience in the effective use of research tools (scholarly resources, citation management tools)
- Masters degree from an institution accredited by an accrediting agency recognized by the US Department of Education in Library Science from an ALA accredited school
- 1-2 years experience working in a library environment