



# Example of Library Specialist Job Description

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Our company is growing rapidly and is looking for a library specialist. 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 specialist

- Screen and evaluate circulated materials for a variety of treatment options
- Perform searches for missing items
- Opening and/or closing activities such as managing doors, lights, and computers
- May perform walk-throughs to monitor or clear the building of all patrons
- Investigate door alarms, report building or patron incidents to supervisors, Facilities and/or public safety as appropriate
- Working with customers post system installation and initial training by Field Applications Scientist to provide additional training on sample preparation workflow
- Interprets and enforces library and university policy and procedures
- Assist library users in the use of the library system including the library catalog and other resource databases
- Provide research support and advice to library users, referring to a subject librarian as needed
- Provide directional assistance for library and campus

## Qualifications for library specialist

- Ability to push a cart weighing up to 650 lbs
- Experience with software programs
- Provide basic troubleshooting of computer and printing needs

- Resolve conflicts and address emergencies, referring to higher level staff or campus police as indicated