



Example of Library Specialist Job Description

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Our company is looking to fill the role of library specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for library specialist

- Works with staff and librarians to ensure all needed supplies are ordered
- Process some incoming library material and creates bibliographic records in the library's online system
- Process and maintain records for some library material, such as items kept at the Information Desk for patron use
- In the absence of the regular staff member who opens the library, may be required to shift working hours to open the library
- When opening the library, ensures proper procedures are followed and is responsible for the building during opening shift
- Working with manager, librarians, and staff to plan and carry out collection projects
- Withdrawing titles, transferring titles, handling new titles
- Makes any needed record changes and updates
- Engage in professional development as appropriate
- Check overdue records, research patron accounts, collect payment and issue receipts for library charges, correct or revise bills as appropriate

Qualifications for library specialist

- Experience working independently ability to work effectively within a team environment
- Working knowledge of national standards pertaining to library operations, including a thorough knowledge of institutional standards pertaining to copyright and intellectual property protection and the ability to interpret and

- Thorough knowledge of all aspects of lead work direction including assisting in employee selection, training employees in new work procedures, assigning work, organizing work flow and establishing priorities, reviewing work, providing input to performance evaluations and promoting teamwork to optimize effectiveness
- Proficiency in troubleshooting issues with computer hardware, software, and IT systems
- Knowledge of digital and analog video and audio formats, interconnects
- Ability to work under time constraints and to correctly prioritize competing demands