



Example of Reference Librarian Job Description

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Our growing company is searching for experienced candidates for the position of reference librarian. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for reference librarian

- Consistently demonstrates integrity and ethical behavior congruent with Christian values in all transactions and relationships
- Assist patrons and staff with reference and research inquiries by searching shelves and electronic resources
- Provide information on library activities, facilities, rules and services to patrons and staff
- Manage outreach activities and lead tours to introduce students to the library
- Manage information literacy projects such as instructional videos
- Provide in-person and on-line reference
- Create instructional videos or other information literacy tools
- Plan and coordinate new student orientation tours
- Write library guides, handouts, bibliographies, , and contribute to webpage projects
- Provides research assistance in person at service desk, by phone and electronically via chat and e-mail to students, staff, and faculty

Qualifications for reference librarian

- Master's degree from an ALA-accredited library school
- Experience or coursework in library instruction and reference services
- Experience creating Libguides
- Master's degree from an ALA-accredited library school or equivalent by start

- Experience providing reference services at a public service desk in an academic environment
- Experience leading group instruction