



Example of Reference Librarian Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for a 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

- Supports Teaching Labs by ensuring rooms are set up according to policy and procedures
- Coordinates with Library IT staff to maintain and update Teaching Lab computers and to conduct trials of educational software and technologies
- Updates class handouts as needed
- Creates and maintains ResourceGuides using the LibGuides software
- Serves on committees and task forces within the library as appropriate
- Interacts cooperatively and constructively with all constituents
- Designs, promotes and delivers a variety of engaging library instructional sessions for students and employees, through individual assistance, orientations, and classroom instruction
- Provide general information, research and reference services in a variety of ways (i.e., texting, online chat, email, face-to-face)
- Assist library users in finding information by conducting reference interviews to determine and meet information needs
- Investigate and implement any needed changes to reference policies/procedures and services

Qualifications for reference librarian

- Shares our passion for reference and instruction
- Enjoys meeting new people, making connections, and promoting the value of

- Thrives in a small, relationship-driven academic environment
- General subject knowledge in at least one of the subject areas of responsibility
- Public service experience working in a library