



Example of Reference Librarian Job Description

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Our growing company is hiring for a reference librarian. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for reference librarian

- Create and/or update LibGuides and online library tutorials for use by library patrons
- Share responsibility for collection development of reference and other print and electronic materials and databases
- Serves on committees as appointed by the Director of Library Services or other University officials or as elected by the Library or University faculty
- Works primarily week days
- Collaborates with other members of the Public Services team to ensure that the public and staff areas are safe, clean, well maintained and inviting to users
- Other responsibilities as required to assist the Public Services department in accomplishing its mission
- Creates and maintains library and discipline-specific information guides and resources
- Provide reference, circulation and general assistance for students, faculty, and the community at the Information Desk and remote reference assistance for other campuses as needed
- Design, develop, deliver, and market library instruction classes, workshops, and research consultations
- Provide library collection development services to faculty and others in assigned subject areas

Qualifications for reference librarian

- Excellent interpersonal, communication, time management, and presentation

- Masters degree in library or information science from a program accredited by the American Library Association or foreign equivalent
- Experience in a health sciences, academic, or life sciences library
- At least one year of library experience
- Experience providing virtual and face-to-face library reference services