



Example of Reference Librarian Job Description

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Our innovative and growing company is looking to fill the role of reference librarian. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for reference librarian

- Coordinate, promote, and establish appropriate staffing and coverage for virtual reference services, and actively participate in all modes of scheduled reference activities (face to face, chat, and email)
 - Identify underserved users, programs, and domains, and institute alternative or supplementary virtual references services to a diverse user community, including users with disabilities
 - Provide support and training for staff and librarians who participate in virtual reference services, institute best practices, and develop resources for the effective delivery of virtual reference
 - Conduct continuous analysis and evaluation of virtual reference services through usage and transaction data to improve services, identify underserved users, programs, and domains, respond to staffing and coverage patterns, and support local library assessments
 - Investigate and initiate new modes of virtual reference services in response to changing user needs, technologies, and delivery channels
 - Major responsibilities include providing in-person and telephone reference to the public
 - Supervises student workers and access services
 - Provides library instruction using the ACRL Framework for Information Literacy for Higher Education
 - Market library services
 - Prepare instructional lessons
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- Ability to work both independently and collaboratively in a team-oriented organization
- Experience working in library service area with appropriate systems, such as LibAnswers, LibGuides, Drupal, and library information databases
- Experience utilizing an electronic scheduling system such as EMS software to schedule labs, rooms, classes and events
- Experience administering trainings to small and large groups of people
- Knowledge of innovative applications of technology to deliver reference and instructional services
- Strong searching skills in health sciences and related information resources and tools, especially the ability to search PubMed/Medline and demonstrate an understanding of Medical Subject Headings