

JOB TITLE: REFERENCE LIBRARIAN/CATALOGER – HEADQUARTERS

CLASSIFICATION: Full-Time Regular

NATURE OF WORK: The task of the Reference Librarian is to assist library users in locating information, either from resources available within the library or from some other source. This person is also responsible for the original cataloging of all library materials and the cataloging of non-print.

EXAMPLES OF WORK PERFORMED: Instructs patrons on the use of OPAC; accompanies user to information source whenever possible to show him/her how to search effectively; provides correct information in response to brief queries; uses all available resources including the Internet, print, online, telephone, etc; follows up with information seeker to be sure that needs have been met; reviews Reference Collection to determine the need for new materials; suggests other support services such as ILL when appropriate; keeps abreast of trends and developments in reference library service; knows library policies and procedures accurately interprets them, and clearly and courteously communicates policies to patrons; performs all original cataloging of books and materials using MARC format, Library of Congress subject headings, etc; catalogs gifts, various media formats. Takes responsibility for keeping up-to-date on revisions in cataloging rules/practices and other duties as assigned.

SUPERVISION: The Reference Librarian/Cataloger works largely without direct supervision. Supervision, when needed, comes from the Director and takes the form of occasional review of his/her works for accuracy and output.

EDUCATION AND EXPERIENCE: Master's Degree in Library Science from an ALA-accredited institution.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of reference tools and cataloging tools with general knowledge of areas such as book selection, book weeding, and the ability to speak and write effectively and to deal pleasantly and effectively with staff and the general public.

MOBILITY AND PHYSICAL REQUIREMENTS: Must be able to bend, reach and lift 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.