

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 305

Subject: Reference/Interlibrary Loan (ILL) Librarian

NATURE OF WORK:

A person in this classification performs work that directly affects and impacts the public and library services in the community. The Reference/ILL Librarian's prime responsibility is to make the public's visit to the library pleasant and productive. He/she makes sure all appropriate materials are readily available and promotes programs that will creatively enhance the reference, ILL, and adult programming services for the library and the quality of service to the community. The Reference/ILL Librarian handles all of the requirements of this position and will also assist in the orderly flow of materials for teens and adults at the Devereaux Memorial Library and all of the branches. He/she will sort, move and shelve library materials necessary for the appropriate areas of responsibility and will assist in the general operation of the library when necessary to contribute to the efficiency of all library services. The Reference/ILL Librarian will oversee the reference and non-fiction collections and the ILL system. He/she may also oversee various other areas. These include, but are not limited to: genealogy, local history, special collections, inventory, processing, and programming. The Reference/ILL Librarian will oversee the selection and ordering of reference and non-fiction materials. He/she must be able to work at any of the libraries within the Crawford County Library System, as well as perform all other duties that may be assigned.

DESIRED QUALIFICATIONS:

- A Bachelor of Arts or Science Degree
- Librarian IV or higher certification
- Two years experience working reference in a library or equivalent professional work
- Ability to search the Internet and electronic databases
- Ability to work effectively with teens and adults
- Ability to plan and create displays and programs
- Knowledge of non-fiction and reference materials
- Ability to understand and follow oral and/or written directions accurately
- Knowledge of math, including simple decimals
- Ability to learn to use library equipment, especially computers
- Clerical ability to arrange items in alphabetical and numerical order and to work according to set procedures and sequences
- Ability to communicate effectively
- Knowledge of proper English usage, grammar, spelling and vocabulary
- Ability to work effectively with the public and other employees

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- Ability to establish and maintain cooperative and effective working relationships and to meet the public with courtesy and tact
- Ability to handle responsibility
- Ability to set own goals and take steps to reach them
- Ability to teach others to perform basic library and computer tasks
- Physical ability and stamina to perform typical duties

REPORTS TO:

Crawford County Library Director

JOB GOAL:

To help people of all ages find the books and information they need or want, including help with using online and other electronic databases

- Must be accurate
- Use good organizational skills
- Able to work independently and assume responsibility
- Help teens and adults find information in various formats
- Help teens and adults find appropriate books to read
- Work to develop youth collections to reflect and serve our patrons. Keep collection current and in good condition
- Request ILL books and materials to meet our patrons' needs and wants. Pass on ILL requests as orders for our collection that are of broad interest to the community
- Track ILL materials our patrons have and our materials on loan to other libraries. Handle any overdue items or other problems
- Plan and carry out programs and outreach to allow people to improve their reference, computer, searching, and online or electronic skills
- Plan and create displays in the Reference area
- Supervise the pages and clerks working in the Reference, Non-Fiction, Fiction and Youth areas
- Participate in professional committee meetings and workshops
- Able to be flexible, work under short time constraints and meet deadlines
- Able to effectively interact with co-workers and supervisors
- Able to effectively interact with the public
- Read, rearrange and straighten shelves
- Inspect and make minor repairs to library materials
- Perform routine circulation duties
- Operate and maintain equipment found in the library
- Teach others to use library equipment and computers
- Participate in library projects
- Prepare library materials for circulation
- Perform proper security procedures at the end of the day
- Perform other related duties as assigned

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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all duties performed by personnel classified as such; however, these statements will be used in the evaluation of job performance.

TERMS OF EMPLOYMENT:

Full-time or part-time salaried position to be determined by the Crawford County Library Director, with approval of the Library Board at time of hire. Wages will be set in accordance with adopted policy. The Crawford County Library is a “just cause” employer.

EVALUATION:

Performance of this job will be evaluated by the Crawford County Library Director in accordance with Board Policy No. 209 Performance Review.

ADOPTED: July 10, 2003

REVIEWED:

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