



Director: Cornell White

Hammond Public Library • 564 State Street • Hammond, IN • 46320-1532 • (219) 931-5100

www.hammondlibrary.org

JOB ANNOUNCEMENT

TITLE	Information Services Librarian
JOB SUMMARY	Information Services Librarians provide customer service, in-depth reference assistance, specialized training and programming, and outreach services to a diverse urban population.
MAJOR TASKS	• Answer informational questions placed in person, by telephone, by letter, by e-mail, and by fax using library and community resources. Assist patrons in locating information and materials. Schedule, monitor, and assist Internet users. Assist patrons in the use of computers, OPAC, microfilm/microfiche equipment, scanning and fax machines, and photocopiers. Provide Reader's Advisory services. • Assist the Adult Programmer and other librarians in planning, implementing, and evaluating diverse services that fulfill the educational, recreational, and personal needs of adults. • Responsible for Interlibrary Loan operation including directing the work of the ILL Clerical Assistant. May participate in collection development and maintenance, cataloging, and other technical services. May assist in other departments as needed. • Keep informed of developments and trends in the library field through reading and participation in professional activities and meetings. • Assume responsibility for the library system in the absence of a supervisor and when working as the senior staff member in Information Services. Perform opening and closing procedures as scheduled. • Perform other tasks assigned by Division Head.
REQUIREMENTS	• Masters Degree in Library Science from an ALA-accredited program and eligibility for a Librarian 3 (LC3) certificate in Indiana. • Broad knowledge of library operations, including reference, circulation, programming, and technical services. • Strong adaptability and willingness to learn new skills and procedures. • Excellent interpersonal and communication skills. • Ability to work independently and collaboratively in diverse environments. • High degree of computer literacy and familiarity with library technology.
SALARY	Grade: 6 (\$46,099.04 - \$ 58,322.20 a year)
USUAL HOURS	Days, Evenings, and some Saturdays required
SUPERVISOR	Head of Information Services & Special Collections
APPLICATION PROCEDURE	Applicants should submit their cover letter and resumé to Cornell White Director (whitec@hammondlibrary.org) and Amanda Aguilera, Head of Information Services & Special Collections (aguila@hammondlibrary.org).