

## AR 2111

## JOB DESCRIPTION

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### TITLE

Information Services Librarian (Collection Development)

### GRADE

6

### FLSA

Not exempt

### LOCATION

Information Services

### SUPERVISOR

Head of Resource Services

This job description contains the facts necessary to distinguish it from other positions. It is not a detailed description of every task and the Library may add or change tasks.

### JOB SUMMARY

Responsible for curating the adult materials and interlibrary loan services.

### MAJOR TASKS

Answer information and directional questions placed in person, by telephone, by letter, by e-mail, and by fax using library resources, as well as community resources. Assist patrons in locating information and materials. Schedule, monitor, and assist Internet users. Assist patrons in the use of computers, OCLC, microfilm/microfiche equipment, and photocopier. Provide Reader's Advisory service.

Process patron requests, place holds and locate requested items. Suggest materials for purchase. Weed and maintain adult collection.

Responsible for Interlibrary Loan operation including directing the work of the Clerical Assistant.

Collaborate with Programming Librarian to meet HPL's Strategic Plan programming goals.

Keep informed of developments in the library field through reading and participation in professional activities and meetings.

Perform other tasks assigned by Division Supervisor.

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.

### REQUIREMENTS

Master's degree in Library Science from an ALA-accredited program, OR eligibility for Librarian V Certificate in Indiana, and an equivalent combination of education and experience in public or reference service. Ability to work independently. Attention to detail. Computer literacy. Interest and ability in working with the public.

### WORKING CONDITIONS

Public service area. Schedule includes evenings and weekends.

### EQUIPMENT

PC workstation, microfilm/microfiche equipment, cash register, walkie-talkie, photocopier, security system, security alarms.