



Gary Public Library

220 W 5th Ave,
Gary, IN 46402

Reference Librarian

Job Type: Non-Exempt

Schedule: Full Time, 37.5 hrs.

Location: Onsite (Gary, Indiana)

Salary: \$41,973.75/yr. minimum

Supervisory Responsibilities: No

About Us:

The Gary Public Library serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public use computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

Why Join Us:

If you are passionate about serving your community and helping ensure equitable access to books, education, and community programming, join us at the Gary Public Library. Our employees play an important role in supporting the programs, services, and resources that make a meaningful difference in the lives of Gary residents. We value professionals who bring integrity, attention to detail, accountability, and commitment to community. In return, we offer opportunities for professional growth, meaningful work, and the chance to apply your skills in an organization whose success directly supports literacy and lifelong learning.

Who We're Looking For:

The Reference Librarian provides professional research assistance, information services, and readers' advice to Library patrons of all ages. This position serves as a knowledgeable resource for patrons seeking information, conducting research, navigating Library collections and digital resources, and developing information literacy and technology skills.

The ideal candidate is a knowledgeable, approachable, and service-oriented information professional who enjoys connecting people with resources and learning opportunities. The successful candidate will demonstrate strong research and communication skills, sound professional judgment, technological proficiency, and a commitment to providing equitable, welcoming, and high-quality service to the community.

What You'll Do

As a Reference Librarian, you'll connect patrons with the information, resources, and technology they need. You'll provide research and reference assistance, help patrons navigate Library collections, databases, digital resources, and community information, and provide individual and group instruction in research, information literacy, and technology.

You'll also develop educational programs and workshops, participate in collection development, and build relationships with schools, organizations, and community partners to expand access to Library resources and services.

What You'll Bring

- Master's degree in Library Science (MLS/MLIS) from an ALA-accredited program.
- Eligibility to obtain and maintain Indiana Library Certification at Level 3 or higher.
- Two years of professional library or public service experience preferred, particularly in reference, research assistance, information literacy, or related services.
- Strong research, technology, instructional, presentation, communication, and customer service skills.
- Ability to work independently and collaboratively, manage multiple priorities, and adapt to changing information and service needs.
- Commitment to intellectual freedom, information access, privacy, and equitable Library service.
- Occasional evening or weekend availability and the ability to lift or move Library materials and supplies weighing up to 25 pounds may be required.

Full-Time Benefits

Full-time employees are eligible for medical, dental, vision, life, short-term and long-term disability insurance; PERF retirement; paid vacation and sick/personal leave; 14 paid holidays plus your birthday; education reimbursement; and an Employee Assistance Program.

How to Apply:

Candidates interested in joining the Gary Public Library are invited to submit the following materials for consideration:

- **Current resume** outlining relevant education, experience, and qualifications
- **Cover letter** describing your interest in the position and how your skills and experience align with the role
- **Three professional references**, including current or former supervisors or other professional contacts who can speak to your qualifications and work performance

Please submit application materials electronically to hrgpl@garypubliclibrary.org with “**Reference Librarian**” in the subject line.

Applications will be reviewed as they are received, and the position will remain open **until a qualified candidate is selected**. Candidates are encouraged to submit their application materials promptly for consideration.

The Gary Public Library is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Reasonable accommodation may be available to enable differently abled individuals to complete the application and interview process as well as perform the essential functions of a role.

Selected candidates will be required to successfully complete a pre-employment screening as a condition of employment.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities and duties required.