

Gary Public Library

220 W 5th Ave,

Gary, IN 46402

An Equal Opportunity Employer

Reference Librarian Job Description

Department: Reference Services

Location: Gary, Indiana

Job Type: Full-time

Salary: Minimum starting salary = \$41,973.75 .

Reports to: Reference Manager

About Gary Public Library & Cultural Center:

Gary Public Library & Cultural Center 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 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 equitable access to books, education, and learning experiences for all, join us at the Gary Public Library where you can serve your community. We offer a collaborative workplace, opportunities for professional growth, and the chance to make a meaningful impact every day.

Position Summary:

The Reference Librarian provides research assistance, information services, and readers advisory to library patrons of all ages. This role is responsible for supporting users in locating information, utilizing library resources, and developing information literacy skills. The Reference Librarian also assists with collection development, program planning, and community outreach.

Key Responsibilities:

- **Reference and Information Services**
 - Assist patrons in finding information using print, digital, and online resources.
 - Respond to reference questions in person, by phone, email, or chat.
 - Provide reader's advisory and recommend resources based on patron interests and needs.
 - Guide patrons in the use of the library catalog, databases, and online tools.
- **Instruction and Information Literacy**
 - Teach patrons how to access and evaluate information resources.
 - Provide one-on-one or group instruction in research skills, database use, and digital literacy.
 - Develop and deliver workshops or programs on information-related topics.
- **Collection Development**
 - Participate in selecting and evaluating reference materials and other library resources.
 - Monitor usage trends and make recommendations for collection improvements.
 - Weed outdated or damaged materials from the collection as needed.
- **Community Engagement and Programs**
 - Plan and implement library programs, events, and displays to promote information resources.

- Collaborate with local organizations, schools, and community groups to support library services.
- Participate in outreach activities to raise awareness of library offerings.

Qualifications:

- Master's degree in Library Science (MLS/MLIS) from an ALA-accredited program.
- Experience providing reference services in a library setting preferred.
- Strong knowledge of reference resources, research techniques, and digital tools.
- Excellent communication, customer service, and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Commitment to serving diverse populations and fostering an inclusive environment.

Work Environment:

- Primarily indoor library setting.
- Interaction with patrons of all ages, staff, and community partners.

Selected candidates will be required to successfully complete a pre-employment drug test and background check 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.