



**Job Title: Reference Librarian**

**Reports to: Adult Services Manager**

**Job Description:**

The Reference Librarian is responsible for curating materials that serve and satisfy the informational needs of the community and providing these materials in formats best suited to the needs of each patron; for selection, development, and weeding of pertinent library collections to maintain accuracy, currency, usefulness, and the presentation of multiple viewpoints; and for using appropriate means in assessing the community and anticipating and responding to ongoing informational needs. The Reference Librarian should possess the knowledge and ability to instruct people in the use of all of the technology and materials available to them as patrons of the Boyle County Public Library; and to provide “front line” service, with the main objective of being available to assist patrons with their information needs, whatever and wherever they may be, informally, or by appointment whether in person or virtually.

**Responsibilities include, but are not limited to:**

- Provide consistent coverage of the information desk in accordance with the library’s role as a critical community anchor
- Assist patrons in locating materials that fulfill their informational requirements by asking clarifying questions and using a variety of formats to respond to requests. Consideration should be given to communication methods that facilitate an interactive connection with the public.
- Assist and instruct patrons in the use of databases, collections, and other informational tools.
- Create an awareness of the variety of services and resources provided by the library to promote maximum utilization by the public. This may include public speaking in the community to represent our library and its resources.
- As a member of the collection development team, manage designated collections by means of selection, weeding and maintenance procedures to ensure they are timely, relevant and responsive to community needs in cooperation with our library collection development policy. Collection development includes the care of the physical collection, shifting, straightening, and on-shelf marketing.
- Provide Reader’s Advisory to individuals and within the library by highlighting newly published materials, cultural trends, local and national events and celebrations. Create topical resources and displays for areas of local interest and repeated inquiry in both print and electronic format.
- Research and recommend new informational tools, databases, and equipment, and provide staff and public training as needed
- Maintain a database of resources used to answer patron inquiries, including anticipated questions about sensitive or seasonal topics and be prepared to point staff and patrons toward

helpful, relevant resources. This resource is also to be made available to any staff that may need to fill in at the Reference Desk.

- Work 1-on-1 with patrons when more in-depth research help is needed and for proctoring exams.
- Contribute to and support Library-sponsored programs, exhibits, and events with displays, informational resources, and participation as needed.
- Provide library tours as needed, either on demand or by appointment
- Keep the Reference Desk clean and orderly as befits a public space.
- Keep and report statistics as required
- Assist with Adult Services programs as needed.

**Additional Information:** Full time position (40 hours weekly); ability to push, pull, lift, retrieve, and otherwise maneuver books and equipment by hand and by cart; ability to communicate effectively and courteously with a diverse county population of over 30,000; maintain Professional Certification from KDLA; requires day, evening, and weekend hours; requires flexibility to adapt to a busy and changing environment. A successful background check is required.

**Qualifications (Education, Skills, Training):** MLS/MLIS preferred; Demonstrated experience in providing library services in a community, educational, or comparable setting; demonstrated knowledge and understanding of public library principles; familiarity with library technologies; fluency with research skills, software applications, social media tools, and electronic records; ability to define problems, collect data, establish facts, and draw valid conclusions; proactive service orientation with excellent communication skills.

**Benefits and Compensation:** Base Salary: \$21.87 per hour Benefits include Health insurance; Personal and Holiday Leave; Term Life insurance and Long Term Disability insurance. After one year of employment, eligible for matching TIAA-CREF retirement plan. Optional coverage (at employee expense) includes Dental, Vision, Accident/Critical Illness; Supplemental Retirement (unmatched).

**How to Apply:** Email resume, cover letter, and 3 references to [jobs@boylepublib.org](mailto:jobs@boylepublib.org). Application deadline is 5:00 pm on Monday, July 6, 2026. Please enter "Reference Librarian" in the subject line.

***The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.***