

**Henderson County Public Library District**  
**101 South Main Street**  
**Henderson, Kentucky 42420**  
**270-826-3712 (tel) 270-827-4226 (fax)**

**Reader Services Librarian**  
*Position Description*

To apply: Submit resume and completed job application to Library Director, Donald Wathen  
Salary range: \$28,000 to \$32,000 dependent on education and experience  
Benefits: Sick/vacation leave, holiday pay, health insurance, Kentucky Retirement System, Kentucky Deferred Compensation program

**JOB SUMMARY:**

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The Reader Services Librarian actively assists patrons in the selection of books that match their tastes and needs using a variety of readers' advisory tools such as book lists, bibliographies, displays, and interviewing. The Reader Services Librarian also promotes books, reading, and library use by coordinating and facilitating programs for the public such as book clubs and author visits. The Reader Services Librarian must be enthusiastic, service-oriented, and knowledgeable of books, authors, and literature.

**GENERAL DUTIES AND RESPONSIBILITIES:**

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- Maintain good relations with public and staff.
- Sort, alphabetize, shelve, file, and retrieve library materials.
- Maintain order and neatness in the collection.
- Alphabetize, file, and perform clerical tasks with neatness and precision.
- Follow procedures consistently.
- Provide users with general information about library services directing them to other personnel as needed.
- Assist patrons with library equipment and related software (i.e. copier, microfilm reader/printer, computers, Internet, etc.).
- Apply library rules and regulations.
- Answer directional and basic reference questions.
- Operate office and automated equipment.
- Assist with opening and closing procedures of the library as needed.
- Maintain neat and orderly public areas throughout the library.
- Assist library users who may have disabilities.
- Participate in meetings as required.
- Attend in-service workshops, meetings and conferences as appropriate.
- Perform other duties as assigned.

## SPECIFIC DUTIES AND RESPONSIBILITIES:

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- Greet library users, answer telephone, and perform a wide range of clerical public contact duties.
- Use library automated circulation system to circulate materials to library users including checking materials in and out, processing holds, registering borrowers, and collecting fines and fees.
- Process new library card applications.
- Read library shelves for order and neatness.
- Load and/or unload library materials from carts and book drop.
- Operate cash register to process payments of fines and fees, complete cash sale of items, and make change accurately.
- Assist in preparing new materials for circulation.
- Assist in minor repair of damaged materials.
- Creatively connect readers and books both in person and online.
- Read reviews of new books, periodicals, and other media and participate in the selection of library materials for the adult and teen collections.
- Continuously develop a strong knowledge of the library collection and evaluate its strengths and weaknesses.
- Study use patterns of the adult and young adult collections and make recommendations for increasing circulation.
- Assist in the planning and execution of reading programs for adults such as summer reading programs, book talks, and book clubs.
- Educate patrons about online readers' advisory assistance through one-on-one demonstrations or scheduled workshops.
- Provide content and regularly update the readers' advisory section of the library's website.
- Contribute to other areas of the library website to promote books and reading.
- Prepare professionally written materials relative to areas of responsibility.
- Engage nonbook readers, reluctant readers, and novice readers.
- Plan, develop, and execute book displays.
- Develop and execute creative ways to help people find good books while they are browsing the book stacks.
- Periodically roam the book stacks and offer to help patrons find good books.
- Produce reading lists with annotations, bibliographies, etc.

## PHYSICAL REQUIREMENTS:

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The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required for the majority of the day to stand; sit; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

## EDUCATION AND EXPERIENCE REQUIREMENTS:

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Bachelor's degree required, ALA-accredited Master's Degree in Library Science preferred. Library experience strongly preferred. Public service experience required. Knowledge of computers and technology is required.

## KNOWLEDGE, SKILLS AND ABILITIES:

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- Ability to learn and operate library automated system with high degree of efficiency.
- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to work with frequent interruptions.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Must have desire to serve the public with friendliness, tact, and diplomacy.
- Ability to maintain composure while handling complaints from the public.
- Ability to follow through on numerous details, maintain records in a standard, orderly, systematic fashion, and work well under pressure.
- Must be able to pay close attention to details and concentrate on work.
- Ability to analyze and to creatively solve problems related to the position.
- Accuracy in clerical skills, including typing and filing, is required.
- Ability to work with enthusiasm and initiative.
- Ability to make decisions within stated guidelines and to work independently.
- Ability to communicate and deal with public and staff effectively in person, in writing and by telephone.
- Flexible, adaptable, and able to flourish in a changing environment.
- Ability to secure and retain library certification.
- Ability to work under broad supervision using established procedures and oral instructions from supervisor.
- Occasionally may work unsupervised and be expected to solve problems and serve library users independently.
- Cross-training in order to perform other duties and responsibilities is required.
- Must have a strong knowledge of books, particularly in adult and young adult fiction.

- Ability to successfully match a patron's needs and interests to the material sought (book, movie, music, etc.).
- Ability to organize and prepare presentations, speak confidently before audiences, and write for publications.
- Ability to successfully conduct a reference or reader's advisory interview.

**WORK SCHEDULE:**

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This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings and weekends. Dependability and diligent attendance are required.

**OTHER SPECIAL REQUIREMENTS:**

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Requires obtaining the appropriate certification from the Kentucky Board for the Certification of Librarians.

**DEPARTMENT:**

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All departments as needed.

**SUPERVISORS:**

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Library Director and Assistant Director