

# Schaumburg Township District Library

## Job Description

**Job Title:** Fiction Librarian  
**Department:** Fiction, Movies & Music  
**Reports to:** Director of Fiction, Movies & Music  
**FLSA Status:** Exempt  
**Classification:** Librarian 2

### **SUMMARY**

The Fiction Librarian is responsible for providing reference assistance to patrons in the Library's Fiction area; insuring that the Fiction Desk runs efficiently and represents the Library standards; and assisting with adult programs related to readers' advisory. The Fiction Librarian is also responsible for selecting materials in assigned areas for the fiction collection, promoting the collection through displays and bibliographies, and helping to ensure that the Fiction Desk runs efficiently.

The Librarian is responsible for assessing and fulfilling the patrons' need for information, materials or services. This is accomplished by (1) using the resources available in the Library; and/or (2) requesting information or materials from or referring patrons to the appropriate department, service, or outside agency. The vital role of the Librarian is that of guidance, direction, and instruction. The Librarian is also responsible for weeding and adding to specific areas of the circulating collection and for satisfying public service requirements. The Librarian 2 focuses additional attention to managing a specialized area.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Public Service

- Facilitate or lead book discussion groups.
- Develop and implement programs for the Fiction Area.
- Assess patrons' needs effectively and efficiently, either in person, over the telephone, or in writing.
- Develop strong research skills and techniques to help patrons to the fullest degree possible.
- Search for library materials by computer and on shelves.
- Assist patrons at the online catalog and in the Library stacks.
- Reserve materials for patrons when the request is in-person, over the telephone, or by email.
- Take requests for Interlibrary Loan services or refer patrons to the Adult Information Desk for other out-of-library services.
- Select materials in assigned areas for the fiction collection.
- Maintain familiarity with review sources and fiction trends.
- Assist patrons with photocopy machines and reusable card machines.
- Refer patrons to other department, as necessary, to fulfill patrons' inquiries.
- Work with all age groups effectively.
- Give information, based on a primary source from a reliable authority; never give personal opinion.
- Serve as "Person in Charge" of Library, in the absence of director and department heads and when he or she is the senior person in the Library.
- Manage and complete special projects, as requested.

#### Internal Service

- Assist in the training of new hires at the Fiction Desk, as requested
- Assist in the compilation of daily and monthly statistics, including: patron interactions, in-person and by telephone, and reserve questions/assistance
- Create book displays, bibliographies, and bookmarks highlighting topics within the Library's fiction collection
- Create and/or update Fiction web pages, as needed
- Create window display in the Library's main foyer, as requested
- Make photocopies, when requested
- Notify Information Technology (IT) Department regarding service repairs/issues with photocopier equipment

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### Professional Development

#### Collection:

Maintain knowledge of readers' advisory issues and developments.  
Maintain membership in programming and Readers' Advisory professional groups, i.e. Adult Reading Round Table.  
Maintain working knowledge of the Library's reference tools and materials, the online catalog, and the Internet.  
Instruct patrons in the use of the Library's reference tools and materials, the online catalog, and the Internet.  
Maintain working knowledge of the Library's circulating collection.

#### Community:

Stay informed about the names of officials, organizations, clubs, businesses, schools, social agencies, etc, in the greater Schaumburg area.  
Maintain working knowledge of the services and practices of other Library Systems.  
Keep apprised of the offerings of neighboring public and special libraries, their strengths and weaknesses.

### Other Duties

Maintain working knowledge of the SIRSI computer system, the Library's stand alone databases, and Illiad.  
Maintain professional involvement in the library science industry.  
Refine or enhance reference skills by reading professional literature and attending seminars, workshops, and professional meetings.  
Assist with the weeding and collection development of the fiction collection, as requested; including related special projects.  
Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality.  
Communicate problems that arise with the Executive Director or designee; address situations where patrons are not following the Patron Code of Conduct.  
Communicate clearly in English, either in person, on the telephone and in writing; maintain the ability and patience to understand and be understood by non-English speaking patrons.  
Keep apprised of Library programs, policies and procedures, and building layout to most effectively assist patrons.  
Maintain working knowledge of computer systems and technology needed in the position or as an employee.  
Abide by the Standards of Excellence for employees, and the employment policies and procedures of the Library.  
Cope with the stress of the job and get along with coworkers.  
Attend meetings and training as required or requested.  
Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Master's of Library Science (MLS degree) from an accredited ALA accredited university or school. Working knowledge of word processing, spreadsheet, and database applications is required.

#### **COMPUTER SKILLS**

Ability to use workplace technology including email, internet, intranet, and Library database systems; along with industry technology including integrated library systems, research products, search technology.

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### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions or complaints from managers, board of directors, business community members, and patrons.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry, fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define and solve practical problems, collect data, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Illinois Driver's License is required for this job.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; sit; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **COMMENTS**