



Job Description

Public Services Librarian

JD: 2788
Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: One or more years' related training and/or experience preferred.

Minimum Education Requirements: MLS or MLIS from an ALA accredited program; will consider candidate seeking MLS or MLIS

Direct Supervisor: Head Librarian, Asst. Director of the Library and Learning Commons.

Supervisory Responsibility: Direct (student employees); Indirect (1)

Primary Work Location: Library setting, office setting, and campus setting.

Certification:

Job Summary: The Public Services Librarian supports the Head Librarian in the delivery of instruction, research, and information services; participates in collection and access services; and leads student-centered engagement and outreach initiatives within the Library & Learning Commons. This position provides information literacy instruction and reference support, develops instructional materials, coordinates daily public service operations, and supervises student employees. This position develops, coordinates, and evaluates student engagement programming and outreach initiatives that promote student success, connection, and use of library and Learning Commons resources. The Public Services Librarian collaborates with faculty, staff, and campus and community partners to support student learning, engagement, retention, and broader Learning Commons initiatives.

Essential Job Functions

Instruction, Research & Information Services

- Lead research and information services, assisting users with information discovery, evaluation, and utilization while providing instruction in research methods, information literacy, and the effective use of library technologies and resources.
- Coordinate and deliver information literacy instruction, library orientations, and instructional support services.
- Support faculty engagement to enhance information literacy, research, information services, and collaborative assessment of student learning, with support from Head Librarian.
- Develop and maintain online tools (i.e., modules, tutorials, guides) and other research and instructional materials (i.e., LibGuides).
- Compile statistics and assessment data related to instruction, reference, public services, programming, and user engagement.

Collection Management & Access Services

- Lead daily public and access services operations, including circulation, course reserves, patron assistance, technology, print services, and study room management.
- Contribute to collection development.
- Perform original cataloging for new materials.
- Lead stack maintenance activities.
- Assist with annual and ongoing inventory of all library holdings, including deselection.
- Supervise, schedule, train, and support student employees.



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Engagement & Outreach

- Develop, coordinate, and evaluate student engagement programming, special events, and outreach initiatives, collaborating with campus partners as needed.
- Support community engagement programming and outreach initiatives.

Learning Commons Operational Support

- Coordinate room reservations and serve as primary contact for equipment and facility issues (copiers/printers, computers, repairs).
- Maintain awareness of trends and developments in librarianship through study and professional meetings.
- Participate in library planning, assessment, and collaborative initiatives.
- Support the advising and retention functions of the Advising & Academic Success Center during peak times throughout the year.
- Perform other general service functions of the AASC and Learning Commons, including (but not limited to): answering phones, scheduling appointments, proctored testing, transfer programming, career programming, and academic support services.

Institutional Service

- Participate in campus committees, task forces, governance, and activities as appropriate.
- Effectively perform as a member of the team in carrying out the College's Mission Statement.
- Perform other duties as assigned, and/or other voluntary Learning Commons, campus, or college-wide activities which promote the educational mission of the Learning Commons and Garrett College.
- Some evening and weekend hours required.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Academic libraries and librarianship.
- Overall library policies and procedures.
- Reference, research techniques, bibliographic instruction, copyright regulations, cataloging, processing, and acquisitions.
- Knowledge of educational technology, software and equipment.
- Expertise with computer technology, including integrated library automation systems and computer networks.
- Advanced knowledge of the methods, techniques, principals and procedures associated with completing projects.
- Current and emergent instructional technologies.

Skills



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- Strong written and oral communications and relational skills.
- Strong computer and instructional skills
- Strong organizational skills with attention to detail maintaining highly degree of accuracy.
- Good public relations and customer service.
- Effective organization and problem-solving skills.
- Operating a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.
- Establishing and maintaining effective working relationships with faculty, staff, students, and members of the public.

Abilities

- Assist all library patrons in a friendly and helpful manner.
- Instruct others with courtesy, tact, initiative, and integrity.
- Must work well in a collegial environment.
- This position must employ complex reference interview skills and exercise independent professional judgment.
- Operate computers in the Library and to instruct others in their use.
- Identify and assess needs and develop and implement programs.
- Resolve conflicts and solve problems.
- Maintain customer service and satisfaction.
- Multitask a variety of task while meeting deadlines.
- This position must learn and perform all essential job functions accurately.
- Some significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

Signatures / Date

Effective Date: 07/01/2026



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date