



Name: Job Title: Reference Services Librarian Reports to: Head of Library and Archives Organizational Level: Research & Collections/Library PD Prepared by: Stuart Sanders	Department: Kentucky Historical Society Class Title: Librarian I Division: Research & Collections Position Number: Position Type: Full-time; Non-exempt Hire Date:
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Job Summary:

The Reference Services Librarian works to fulfill the mission of the Kentucky Historical Society and helps their colleagues throughout the organization succeed. This position plays an integral part on the Research and Collections team by promoting the use of, and access to, the collections of the Martin F. Schmidt Research Library, including print, serial, rare imprint, manuscript, graphic, and audiovisual materials. Working a Tuesday-Saturday schedule, the Reference Services Librarian provides advice and expertise to assist patrons with their research needs. This position also provides stewardship support for the library collection by performing shelf prep, shelving, and cataloging. As needed, the Reference Services Librarian fulfills research requests from offsite patrons.

Essential Duties and Responsibilities:

- Staff the KHS library reference desk to assist patrons with research and to create a supportive environment for their visit
 - Provide advice and expertise about Kentucky history research and genealogy
 - Provide excellent customer service to patrons and colleagues
 - Monitor library reading room
 - Use the patron database to track the use of library materials
- Implement operational and stewardship support for the KHS library collection, including:
 - Shelf preparation
 - Shelving
 - Bookbinding and minor book repair
 - Cataloging, as needed
- Complete historical and genealogical research service requests from offsite patrons
 - Fulfill photocopy research requests
 - As needed, conduct additional research requests for offsite patrons

Qualifications:

Education/Experience – B.A. in related field required. Master's degree in Library Science or equivalent preferred. At least one (1) year of experience working with reference services in a public setting is preferred.

Communication: Must demonstrate excellent people and presentation skills and be able to speak professionally with diverse groups of people in both formal and informal settings.



Reference Services Librarian

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Computer Skills: Must be proficient in Microsoft Office and online research databases, and familiar with library cataloging software.

Working Conditions:

- *Work Environment:* Must have strong organizational skills and the ability to work collegially with staff, volunteers, and the public. Must be willing to work Saturdays and some holidays and evenings.
- *Physical Demands* – Must be able to lift materials of up to 25 lbs. Must be able to remain stationary for long periods. Must be able to use various office systems and machines.

Competencies/Behavior Dimensions:

- ***Passion for Kentucky history:*** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- ***Service Focus:*** We value our role in serving the public and work to ensure those services are exemplary.
- ***Discovery:*** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- ***Excellence:*** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- ***Authenticity:*** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- ***Stewardship:*** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, KHS's financial and human resources, and the KHS mission.
- ***Be inclusive:*** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- ***Be Innovative:*** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- ***Be Bold:*** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- ***Be Relevant:*** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- ***Embrace Diversity:*** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- ***Professional Development:*** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.

Direct Reports:

None.