

Job Description  
Adult Services Librarian

**Summary of Job Responsibilities:**

The position involves planning and implementing programs for patrons over the age of 18, both in the library and as outreach in the community, in addition to regular circulation and reference duties in the library. This position also includes teaching technology skills to patrons and staff when needed.

**Duties:**

1. Coordinate programs and outreach for adult library users for educational and informational purposes, including technology education for staff and patrons.
2. Circulate audio and large type collections borrowed from the Kentucky Department for Libraries and Archives and maintains records of these collections.
3. Maintain collections in Kentucky Room, including obituary files, local history files and family files.
4. Assists with genealogy and local history information requests
5. Teach computer and technology skills to patrons and staff.
6. Assist with library programs as needed.
7. Performs collection management duties, including book recommendations for adults, weeding and supervising inventory.
8. Performs circulation duties by checking library materials in/out and registering new card holders, assisting patrons in the use of library materials, services and equipment and assists library staff with clerical and housekeeping tasks including shelving library materials.
9. Assists with staff training activities.
10. Provides notary services.
11. Performs related work as required and assigned for the efficient and effective operation of the library.

**Education and Experience Required:**

1. A bachelor's degree required, MSLS desired.
2. At least 2 years library experience required.
3. Supervisory experience desired.
4. Applicants must be certified through Kentucky State Board for the Certification of Librarians or able to obtain certification.
5. Must have computer and keyboarding skills,
6. Good customer service skills required.
7. Must have the ability to work independently.
8. Must be able to establish and maintain effective working relationships with staff.
9. Must be able to pass a background check.

**Physical Demands:**

1. Light work (lifting, pushing or pulling 40 lb. maximum)
2. Movement through the facility, locating and retrieving items and assisting patrons.
3. Visual acuity sufficient to identify materials on shelving up to 90" and to read primarily printed or typed text in a variety of type sizes.

**Work Environment:**

Climate controlled environment

*The Garrard County Public Library is an equal opportunity employer*

**Garrard County Public Library**  
**Application for Employment**

Last Name	First Name
Street Address	City/Zip
Phone	E-mail

Are you legally eligible to work in the United States?

- Yes                       No

Are you 18 years of age or older?

- Yes                       No

Have you ever been convicted of a felony?

- Yes                       No

If yes, please provide the date and explain the nature of each offense.

---



---

Are you related to any library employees or members of the Board of Trustees?

- Yes                       No

If so, please list name of relative and nature of relationship.

---

**Position Information**

Position Desired: \_\_\_\_\_

- Full Time                       Part Time

Salary Desired: \_\_\_\_\_

Date Available to Begin Work: \_\_\_\_\_

Hours Available	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

**Education: List the school(s) you attended, degree and year of graduation**

School	Degree Earned	Year Graduated

**Employment History (Please list last three places of employment, most recent first)**

Company Name	Dates of Employment
Address	Phone
Supervisor	Rate of Pay
Position/Duties	Reason for Leaving

Company Name	Dates of Employment
Address	Phone
Supervisor	Rate of Pay
Position/Duties	Reason for Leaving

Company Name	Dates of Employment
Address	Phone
Supervisor	Rate of Pay
Position/Duties	Reason for Leaving

**Training/Skills: Please describe any specialized education, training or job skills, including computer experience.**

---

---

---

**Professional References**

Name	Phone	Relationship
Name	Phone	Relationship
Name	Phone	Relationship

The information provided on this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary as arriving at an employment decision. If employed, I understand that any false or misleading information given in my application or interview(s) may result in my dismissal.

I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I hereby authorize the Garrard County Public Library to conduct a background inquiry on me. I understand that an offer of employment may be contingent on the successful outcome of this background check.

Yes                       No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_