



Reference and Instruction Librarian

New Canaan Library Mission

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in our community

Role Overview

This position is responsible for providing exceptional reference and instructional services across various platforms, including staffing a busy reference desk, providing readers' advisory, assisting patrons with the public business center and computers, overseeing meeting room usage, and addressing community information and technology needs. Responsibilities include planning and delivering group and individual technology and resource instruction for adults, facilitating library programs such as book discussions, and participating in community outreach. This role is also responsible for maintaining a portion of the library's adult collection and serving on the collection development committee.

Responsibilities/Expectations

- Provides excellent reference service on public desks and on digital platforms
- Provides instruction on research methods, database searching techniques, and effective evaluation of information sources to patrons
- Assists in maintaining the "Library's Book Group Collection" and ensures books are ordered and available for various community book groups by utilizing ILL and working with the Collection Department
- Provides individual technology assistance at the library's Reference Desk and in programs as required
- Provides excellent readers' advisory to the public while maintaining a current working knowledge of books, authors, and trends in library services and programs.
- Serves on the Library's Fiction and Non-Fiction Selection committee, and manages designated sections of the library collection
- Develops and administers innovative instructional programs to engage adult patrons and promote library services
- Develops partnerships and outreach opportunities with external organizations and groups in order to increase the use of library resources and services.

- Assists in maintaining the library's website by updating content, ensuring it is well-written, user-friendly, and visually appealing
- Communicates with other departments to enable seamless delivery of services and to maximize opportunities for collaboration throughout the library
- Participates on whole-Library committees or projects as required

Skills/Attributes

- Strong reference, readers' advisory and technology skills
- Passion for promoting lifelong learning, digital literacy, and library services to the community
- Knowledge of current trends in adult popular literature and information needs
- Ability to be self-directed
- Demonstrated creativity and strategic thinking
- Ability to effectively interact with patrons, co-workers, vendors, and others with courtesy, tact, and sound judgment
- Strong communication skills, both written and in-person
- Collaborate effectively with library staff to support patron needs and contribute to a positive, service-oriented team environment
- Excellent organizational skills
- Ability to adapt in a fast-paced, dynamic environment and work on multiple projects simultaneously
- Understanding of library ethics and library policies and procedures
- Ability to quickly learn to use new software applications and tools

Qualifications and Requirements

- Bachelor's degree required; Master of Library Science degree preferred.
- Proficient in operating library equipment, including computers, printers, copiers, and scanners, with strong skills in a variety of software and hardware including Windows PC, Microsoft Office, Adobe, Google Workspace, mobile devices, e-readers, e-reader apps, and A/V technology troubleshooting
- Experience with Sierra ILS, and Drupal CMS a plus
- 35 hours/week, including weekly evenings and weekends in rotation

Benefits and Compensation Salary: \$62,250 with excellent benefits, including:

- Medical, Dental, and Vision Insurance
- Optional 4% Matching 403b
- Generous Paid Time Off Policy