



CHILDREN'S COLLECTION LIBRARIAN (FULL-TIME)

New Canaan Library's 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

New Canaan Library seeks a friendly, highly motivated, creative Children's Collection Librarian to join our team, reporting to the Family Services managers. The Children's Collection Librarian will select and identify print and non-print materials for children ages 0-12 years; catalog, process, and repair these materials; promote new and diverse titles to patrons; assist in managing multiple collection budgets; and regularly assist patrons on the Children's Room's busy reference desk. This 35-hour/week full-time, benefited role includes a weekly evening shift and Saturday shifts on rotation. If you are passionate and deeply knowledgeable about children's literature and devoted to inspiring curiosity, we would love to hear from you.

Responsibilities

- Keeps up-to-date with new materials and trends in youth services
- Collaborates with the rest of the Children's team to develop the collection of print, digital, and other non-print materials for children from birth to age 12
- Plans and manages the acquisition, classification, cataloging, and processing of Children's materials within a prescribed collections budget
- Develops and maintains clear documentation for all ordering of Children's materials
- Catalogs and processes incoming materials, including periodic original cataloging, in accordance with industry standards and Library best practices
- Processes and repairs materials to ensure constant availability of Library resources; monitors the collection for items in need of replacement
- Oversees ongoing weeding of the Children's collection
- Consistently provides exceptional service at the Children's Information/Service Desk; while on desk, serves as the primary point of responsibility for the Children's Room, ensuring patron safety, resolving concerns, and maintaining a welcoming environment
- Continually plans and organizes material displays for easy patron access
- Actively participates in Family Services special projects
- Collaborates with all other departments to ensure seamless and excellent service to our community
- Serves on Library committees or projects as needed

- Other duties as assigned

Skills & Attributes

- Empathetic with a genuine affinity for youth; enjoys working with children of all ages & stages and their caregivers
- Deep, broad knowledge of children's literature
- Knowledge of the developmental needs of children at various ages, and corresponding Library services and materials
- Extensive knowledge of cataloging principles and the Dewey decimal system
- Excited to learn and implement our unique Glading system for picture books
- Excellent organizational and communication skills
- Self-starter who takes initiative, and has the ability to creatively spark ideas and solve problems
- Confident and capable user of digital resources and technologies; eager to learn new Library software as relevant
- Focused on excellent patron experiences for youth and adults in the Library environment (physical and virtual)
- Agile, able to adapt easily to a changing environment and work on multiple projects simultaneously
- Committed to ongoing professional development and expertise in youth librarianship; stays current on trends in youth services in libraries
- Experience with Sierra ILS and SkyRiver a plus

Requirements

- Master's Degree in Library Information Science from an ALA-accredited university with a concentration in youth services is preferred (can be in last semester); applicants with equivalent work experience are welcome to apply
- 35 hours/week, including a regular evening shift and weekends in rotation
- Background check required

Salary

- \$63,000/year starting salary, with an excellent benefits package including:
 - Medical, Dental, and Vision Insurance
 - Optional 4% Matching 403b
 - Generous Paid Time Off Policy