



## Herrick Memorial Library

101 Willard Memorial Square  
Wellington, OH 44090  
Voice (440) 647-2120 Fax (440)647-2103  
www.herrickliboh.org

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**POSITION: Adult Services Librarian**

Full-time, 38hrs. per week., days, evenings, weekends including Sundays,  
may include six-day work weeks

**DEPARTMENT: Information & Adult Services**

Herrick Memorial Library, located in Southern Lorain County, has an immediate opening for an Adult Services Librarian. We are looking for a team player who enjoys working with the public of all ages, is approachable, friendly, and works as a part of the library team to meet the needs of the Herrick Memorial Library's customers. This position reports to the Library Director.

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**DUTIES/RESPONSIBILITIES:**

Provides reference, readers' advisory assistance; answers reference and information questions and conducts research when needed. Performs circulation functions as needed. Provides technology help in one-on-one and in group training using computers, laptops, smart phones, and digital devices. Plans and presents a variety of programs, both in-person and virtually. Participates in collection development in all formats to create a diverse, current and relevant collection in assigned area. Maintains and updates assigned areas of the collection through a systematic weeding process. Assists in library cooperative relations with community organizations, institutions and government, as required. Represents library at outside events. Plans and prepares displays, bulletin boards and bibliographies. Assists with training new staff. Resolves problems and responds to complaints. Must have excellent attendance habits and the ability to act as in-charge person when assigned.

**QUALIFICATIONS:**

Requires a Master's Degree in Library Science from an ALA accredited program. Consideration will be given to candidates with seven (7) credit hours or less towards completion of the MLS/MLIS Degree with proof of current active enrollment in an ALA accredited program. A satisfactory background check, contracted by the Library, is needed for this position. **Preferred:** Previous library experience (1-3 years); excellent customer service skills; strong technology skills including personal computers, digital devices, smart phones copy/fax machines, and Microsoft Office skills are a plus.

**OTHER:**

Full-time position, 38 hours/week. \$16.00-\$26.00 per hour, dependent on qualifications and experience. BENEFITS: Medical, dental, vision and life insurance, participation in OPERS retirement, paid vacation & sick leave, paid designated holidays

**TO APPLY:** Send cover letter and current resume with references to the Director:  
[hollinja@herrickliboh.org](mailto:hollinja@herrickliboh.org) .

**DEADLINE FOR APPLICATION:** Position will remain open until filled, applications received by December 17 will receive first consideration.

*The preceding statements are not intended to be an all-inclusive list of duties and responsibilities of the job described nor are they intended to be such a listing of the skills and abilities required to do the job. They are intended to describe the general nature of the job. Additional duties may be assigned.*