



RONAN LIBRARY DISTRICT
FULL TIME/PERMANENT
CIRCULATION & PROGRAMMING LIBRARIAN

JOB DESCRIPTION

March 2024

Overview

The Ronan Library District (RLD) Circulation and Programming Librarian (CPL) carries out professional library duties that necessitate specialized knowledge and expertise across all aspects of public library service, with a focus on serving toddlers, school-aged children, and young adults, as well as parents, caregivers, and educators. The CPL is responsible for developing, implementing, promoting, and evaluating programming for both youth and adults, managing related community outreach, and handling reference responsibilities. The CPL will contribute to the development and administration of the youth collections. Additionally, the RLD CPL will execute a range of routine clerical and manual tasks.

The Circulation and Programming Librarian must possess knowledge of child development and the reading acquisition process; be acquainted with a wide range of digital and print resources for children and young adults; stay updated on reference materials and other library resources that cater to the needs of children and their caregivers; exhibit good interpersonal skills when interacting with children, parents, staff, and the community; conduct story time sessions and programs for different age groups with consideration for the diverse needs of the participants; and be an efficient public speaker.

An ideal candidate will enjoy and respect children, teenagers, and adults, be aligned with the professional ethics and goals of the Ronan Library District, be playful, creative, and gutsy, and have a sense of humor.

GENERAL EXPECTATIONS

Employees MUST have the ability to prioritize, organize, use common sense, use critical thinking skills, solve problems, and multi-task in a work environment where there are constant interruptions and distractions.

Adherence to and basic knowledge of library standards, policies, practices & procedures is essential for all Ronan Library District employees. Familiarity with library tools for evaluating, acquiring, and maintaining library collections is necessary. The ability to understand and use electronic resources and other information technology sources to meet typical library needs is crucial.

Employment at the Ronan Library District necessitates a dedication to outstanding customer service; a comprehensive understanding of the Library's vision; proficiency in team collaboration; the capacity to provide leadership and strategize, prioritize, and concentrate on the most important tasks; a commitment to lifelong learning; an appreciation for professional growth and networking; and the agility to maintain a positive attitude amidst ongoing change.

Upholding the dignity of all individuals, through maintaining a pleasant demeanor, providing accurate, non-judgmental, and comprehensive responses to informational inquiries, is a requirement for all employees at the Ronan Library District.

Employees of the Ronan Library District are encouraged to earn certification from the Montana State Library. This can be achieved by attending conferences, participating in webinars, and staying updated on the latest library materials, technologies, and state-wide library resources. When necessary, Ronan Library District will bear the cost of approved continuing education.

Ronan Library District employees must abide by Montana confidentiality and privacy of library records laws and the ALA Code of Ethics (Appendices I & II).

Employees will dress appropriately for the Ronan Library District environment.

RLD employees will perform other related duties as required.

SUPERVISION RECEIVED

Ronan Library District employees are supervised by the Library Director and Assistant Director.

DUTIES AND RESPONSIBILITIES

The Ronan Library District Circulation & Programming Librarian will:

- Perform professional duties requiring adherence to standards of accuracy, timeliness, tact, and confidentiality.
- Represent RLD at various community events.
- Develop, prepare, implement, promote, and evaluate:
 - Programs/Activities for all ages.
 - weekly Littles Hour for children aged 0-5.
- Be able to work independently and collaboratively.
- Maintain contact with other community resource professionals, to refer patrons to appropriate sources of information.
- Coordinate educational opportunities with local schools, daycares, and homeschooling groups.
- Assist with regular upkeep of library facilities.

The responsibilities outlined above are meant to provide examples of the diverse tasks that may be undertaken. The absence of specific duty descriptions does not imply their exclusion from the role if the work is analogous, related, or a logical extension of the position.

EDUCATION & EXPERIENCE

This role necessitates a **Bachelor's Degree**, ideally with a focus on library sciences. Previous experience in a library or educational setting is mandatory. A **Master's Degree** in Library and Information Sciences, with a focus on youth services, is highly preferred.

PHYSICAL DEMANDS

Physical demands involve the capacity to navigate the premises, walk, sit, bend, climb, kneel, stoop, and carry; employ hand and finger movements with sufficient manual dexterity to operate computers and handle library materials; individually lift up to 25 pounds, and heavier weights with assistance.

Appropriate adjustments will be implemented to ensure that individuals with disabilities can effectively carry out the fundamental tasks.

SELECTION GUIDELINES

The Ronan Library District adheres to equal employment opportunity principles.

To be considered for employment at Ronan Library District, applicants will be evaluated based on their education, experience, skills, and the completeness of application documents. The highest-rated applicants will progress to oral interviews and reference checks.

A background check is mandatory for those offered employment.

Job-related tests may be necessary and will be noted in application materials.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPENDIX I

Montana Library Records Confidentiality Act

Retrieved from

https://leg.mt.gov/bills/mca/title_0220/chapter_0010/part_0110/section_0020/0220-0010-0110-0020.html

https://leg.mt.gov/bills/mca/title_0220/chapter_0010/part_0110/section_0030/0220-0010-0110-0030.html

https://leg.mt.gov/bills/mca/title_0220/chapter_0010/part_0110/section_0110/0220-0010-0110-0110.html

2-25-24

22-1-1102. Definitions. As used in **22-1-1103**, the following definitions apply:

(1) "Library" means a library that is established by the state, a county, city, town, school district, or a combination of those units of government, a college or university, or any private library open to the public.

(2) "Library records" means any document, record, or any other method of storing information retained, received, or generated by a library that identifies a person as having requested, used, or borrowed library material or other records identifying the names or other personal identifiers of library users. Library records does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or records that are not retained or retrieved by personal identifier.

History: En. Sec. 2, Ch. 476, L. 1985.

22-1-1103. Nondisclosure of library records. (1) No person may release or disclose a library record or portion of a library record to any person except in response to:

(a) a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or

(b) an order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.

(2) A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.

(3) Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

History: En. Sec. 3, Ch. 476, L. 1985.

22-1-1111. Penalty. Any person who violates **22-1-1103** is guilty of a misdemeanor and is liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil action for actual damages or \$100, whichever is greater. Reasonable attorney fees and the costs of bringing the action may be awarded to the prevailing party.

History: En. Sec. 6, Ch. 476, L. 1985.

Appendix II

Code of Ethics of the American Library Association

Retrieved from <https://www.ala.org/tools/ethics>

2-25-2024

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.