
Prison Librarian Resume

Job Objective

To use my abilities and training as a Prison Librarian to help growing company meet or exceed overall goals while also enhancing my career.

Highlights of Qualifications:

- Highly experienced in development, management and provision of prison library services
 - Profound knowledge of library stock management and interlibrary loan practices
 - Outstanding knowledge of library budget management and control mechanisms
 - Familiarity with understanding of social inclusion issues related to prison service
 - Ability to work extended hours and various shifts as required
 - Ability to interact with prison library staff, prison personnel and inmates in a diplomatic manner
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Professional Experience:

Prison Librarian
State Personnel Board
August 2012 – Present

Responsibilities:

- Oversaw and directed library operations, service delivery and staff activities.
- Acquired, checked, arranged and maintained prison library collections.
- Prepared and maintained accurate records of library inventory, machinery and statistical data related to library use.
- Prepared and presented library displays, exhibitions and booklists for library promotion.
- Obtained and maintained information about prison library users and provided library services, accordingly.
- Instructed and assisted prison inmates in the use of the prison library.

Prison Librarian
DEPARTMENT OF CORRECTION
May 2009 – July 2012

Responsibilities:

- Planned and conducted library instructional programs and exhibitions for prison inmates and library users.
 - Created, implemented and managed policies and budgets for prison library.
 - Trained, directed and managed assigned team of library personnel.
 - Procured, arranged and managed collection of information resources and related materials for prison library.
 - Provided book reviews and delivered readers' advisory services to all library users.
 - Interpreted and followed all applicable regulations and policies pertaining to prison security, workplace safety and library services.
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Education:

Bachelor's Degree in Library and Information Science
Southeastern Louisiana University, Hammond, LA

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