
Youth Services Librarian Resume

Job Objective

Seeking to join a reputed organization as a Youth Services Librarian to deliver the best of my professional ability.

Highlights of Qualifications:

- Substantial experience of management, upkeep and updating of library for youth services
 - In-depth knowledge of children's and youth's literature and collection development practices
 - Remarkable knowledge of records management and fundraising activities
 - Familiarity with using automated library circulation systems, MS Office and internet
 - Ability to plan, develop and conduct programs for children and teenage patrons
 - Ability to interact with children, parents and staff in a pleasant manner
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Professional Experience:

Youth Services Librarian
City of Port Townsend Public Library
August 2012 – Present

Responsibilities:

- Selected and procured a variety of books and information resources for young library users.
 - Planned, promoted and implemented youth services program related with library usage.
 - Prepared and presented library displays, ad materials, and reading lists.
 - Trained and directed library assistants, support staff, and volunteers.
 - Updated and maintained automated reference systems and related technology for library.
 - Assisted and instructed patrons in locating library materials and searching library database.
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Youth Services Librarian
University of Northern Iowa
May 2009 – July 2012

Responsibilities:

- Developed, managed and executed library programs and public services for youth.
 - Selected, procured and cataloged all youth-based reading materials and information resources.
 - Prepared library displays, maintained allocated budget and controlled library expenditure.
 - Prepared and maintained program-related records and reports, accurately.
 - Updated and maintained website and social media accounts of library.
 - Assisted and trained staff and patrons in using library materials and systems for locating and selecting required information.
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Education:

Bachelor's Degree in Library Science
Colorado State University, Fort Collins, CO

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