



Position Title: Librarian

Labor Classification:	Reference Librarian
Task Order:	National Library of Medicine (NLM) Reference Desk Services
Location:	Bethesda, MD
Hours/Days	Monday – Friday 8:30am – 5:00pm, except Federal Holidays
Position Description Assigned to:	

Position Overview

The employee shall be a full-time reference librarian serving as a member of our onsite team supporting the National Library of Medicine (NLM) in Bethesda, MD. The employee works with his/her team lead and team members to help the NLM carry out its mission of enabling biomedical research, supporting health care and public health by providing access to biomedical and health information across the country in partnership with over 6,000-member National Network of Libraries of Medicine (NNLM). The employee responds to customer inquiries and provides users with quality health information and sound technical advice.

Position Duties

The Reference Librarian will support the National Library of Medicine (NLM) with:

- Responding to incoming e-mail and telephone reference inquiries from researchers, librarians, scientists, other medical professionals, and the public on medical and consumer health issues utilizing NLM resources.
- Evaluating, developing, and editing public and internal frequently asked questions (FAQs), fact sheets, stock replies, wiki triage instructions, and subject guides.
- Note – The NLM reading room is undergoing renovations, so the reading room is open to the public by appointment only. However, the NLM reference librarians provide desk coverage for the NLM reading room reference desk, assisting visitors with accessing the NLM's collections and searching the NLM databases.
- Note: This list of duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based on positional needs.
- Able to be on-site, up to four days a week, with one to two day(s) telework, full time, Monday-Friday for an 8-hour workday between the hours of 8:30 am and 5 pm.
- Able to work with minimum supervision in accordance with our company's values and guidance from the client and the on-site team leader
- Ability to frequently lift up to 25 pounds
- Strong written and verbal communication
- Strong ability to multi-task

Requirements/Experience

Preferred Education:

- Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from a college or university accredited by the American Library Association (ALA).

- Recent graduate from a program in Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from a college or university accredited by the American Library Association (ALA).

Preferred Experience:

- Knowledge of the National Library of Medicine resources
- Professional experience, internship, or library assistant in reference/customer service or circulation in a medical/health sciences/hospital or academic library with a focus on medical/health sciences information resources
- One or more years of experience working with or for the National Institute of Health, preferably within or in support of the National Library of Medicine

Salary/Benefits:

- The position is salary exempt and the range is \$62k-64k
- Benefits: vacation accrued annually, sick leave; medical, dental and vision insurance; life, and accidental death and dismemberment insurance, short- and long-term disability, and a 401k plan. Vacation is accrued per pay and total is 10 days (2 weeks), 7 days per year.

At DBG, we believe that diverse perspectives and experiences are essential to innovation and success. Even if you don't meet every qualification listed, we strongly encourage you to apply, especially if you are passionate about this role and our mission. Women, minorities, and individuals from underrepresented groups are particularly encouraged to apply. Your unique experiences may make you a valuable candidate in ways that aren't captured in the job description.