

LIBRARY SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Last Action</u>	<u>Effective Date</u>
0000	Library I	04	591	6 mo.	New	00/00/00
0000	Library II	04	591	6 mo.	New	00/00/00
0000	Library III	02	591	6 mo.	New	00/00/00
0000	Library IV	02	591	6 mo.	New	00/00/00
0000	Library V	02	591	6 mo./12 mo.	New	00/00/00

Promotional Line: 44

Series Narrative

Library personnel in this series perform duties in various functional areas of a library, such as, Acquisitions, Archives, Cataloging, Circulation, Collection Preparation and Maintenance, Interlibrary Loan, and Information Services. Employees in positions allocated to this series perform a variety of library functions and implement, maintain, and execute library practices and procedures. As part of their contacts with library patrons, they are expected to demonstrate a knowledge of library services available, as well as an interest in facilitating users' requests. They may also be required to use technical information systems in performing their duties.

Typical duties include: serving as initial patron contacts and informational assistance, circulation of materials (charging, discharging, renewing, applying correct loan periods, processing reserves), preliminary searching for materials, acquisition receipts and processing, processing of interlibrary loan requests, inventory and shelf reading, keyboarding, monitoring student work activities, and data file input and maintenance. Duties also include performing data base searches using local, regional, and national bibliographic data bases.

As employees move through the series, they may be directly responsible for interpreting and applying library science principles, developing a knowledge of an academic subject or technical field, responding to problem referrals from library clerical staff, making independent decisions and judgments in processing requests or other technical functions, providing technical reference and searching services, and providing direct assistance to professional librarians. At the lower levels they are often engaged in the production of documents and other duties that support the activities and staff of library. At the higher levels, however, work may be characterized by the nature and extent of personal contacts and may be performed in direct support of a designated principal(s). A progression of responsibility is evident within the series, ranging from simple, repetitive verification duties performed under direct supervision to editing, creating and ultimately managing various library functions under administrative direction.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Library I

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Under direct supervision, employees at this level perform standard library duties that require general knowledge of library methods and procedures.

A *Library I* typically –

1. Performs various library activities and services including:
 - a. Processes overdue notices, collects fees and fines, checks out books and journals, documents delivery, acknowledges gifts, acquisitions,
 - b. Materials processing requiring basic data base entry functions (searches, processes, updates, and maintains data entry, such as journal listings, book reserve requests, receipt of interlibrary loan requests, overdue notices, etc).
 - c. Staffs circulation, front and/or reference desks, screens phone calls, answers/responds to inquiries; interacts with patrons by providing information regarding directional, operational, and procedural policies, services, and use of equipment, etc.
2. Performs general office assistance duties and other office support services as required, including operating equipment, gathering and providing information, processing orders and forms, maintaining documents, files and records, documenting the use and distribution of library materials.
3. Maintains materials by shelving, tagging, making basic repairs; organizes newspaper and periodical collection.
4. Assists with or monitors library security.
5. Retrieval of information from on-line public catalog/bibliographic records; searches national and regional utilities for bibliographic records.
6. Performs other related duties as assigned.

Level II: Library II

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Employees at this level perform relatively complex library duties that require the exercise of judgment in the application of guidelines to specific library operations and services (such as the resolution of conflicting information or interpretation of library policies). They work under direct supervision from other personnel.

A *Library II* typically –

1. Verifies and/or edits bibliographic information such as name, subject, and series authorities. Maintains catalog statistics.
2. Verifies library loan requests. Verifies requests using on-line data base and print resources. Requests materials from other libraries and document sources. Receives and processes basic requests requiring the use of complex information retrieval and multi-language data bases.
3. Responsible for quality control and validation of data base information. Performs data base activities and maintains related files and records. Verifies information from online public catalog system.
4. Participates in basic training of peers and lower level employees.

5. Performs all duties normally required in the lower level of the series.
6. Performs other related duties as assigned.

Level III: Library III**0000**

Employees at this level perform more complex duties that involve the application of basic techniques and practices of library science to determine library holdings, verify library records, make routine adaptations to library records, and provide assistance to users. In performing these duties, the employees may supervise other employees or serve as lead workers. They work under general supervision from a designated supervisor.

A *Library III* typically –

1. Performs complex data base activities and searches using local, regional, and national bibliographic data bases (i.e. copy cataloging, enters data into online information management systems, maintains currency and accuracy of data base); uses standard and advanced data bases and other resources to resolve problems and conflicts with bibliographic records as well as to update these records.
2. Using standard guidelines, analyzes and interprets vendor data.
3. Processes complex interlibrary and document delivery requests. Requests materials from other libraries and documents sources. Oversees courier services.
4. Provides customer service support to library patrons and assists in the resolution of user complaints. Communicates with patrons, conducts basic reference interviews, interprets queries. Directs or performs the full range of bibliographic searching of English language materials for patrons or users using standard bibliographic tools (i.e. OCLC, ILLINET Online, etc.).
5. Produces accession lists.
6. Performs restoration duties including condition appraisal, mending, retention, and disposal of library materials using appropriate techniques and methods.
7. Investigates, determines and collects fines and other charges; maintains related files and records and determines replacement value for lost or damaged materials.
8. Provides training on specialized resources or use of library tools.
9. Oversees the processing of new materials. Maintains and oversees library collections (i.e. stacks maintenance, circulation procedures, reserve operations). Identifies processing problems and discrepancies in previously cataloged materials. Produces statistical reports from these data bases on a regular basis.
10. May serve as lead worker or as a first line supervisor (trains, instructs, schedules, assigns and reviews work). Oversees or manages a specific program function (i.e. circulation desk, maintenance of collection, program management, record management, etc.)
11. Performs all duties normally required in the lower levels of the series.

12. Performs other related duties as assigned.

Level IV: Library IV**0000**

Employees at this level perform highly complex duties that require an extensive working knowledge of the techniques and practices of library science or preservation/restoration. They are considered specialists and may work in specific areas – children’s collections, music, foreign languages, etc. They may create library records and provide assistance to users; determine and perform conservation and restoration duties, and/or assess, process, and reference archival records. In performing these duties, the employees may supervise lower level library or clerical staff. They work under general supervision or direction from a designated supervisor such as a professional or special collections librarian.

A *Library IV* typically –

1. Oversees the personnel management and operation of a specific program function. Directs and supervises the work of assigned personnel. Responsible for employment decisions, training, performance evaluations, work assignments, resolution of employee relations issues and maintenance/approval of records.
2. Administers, implements, and interprets policies and procedures. Responds to inquiries, makes operational decisions, and determines if referral is required. May participate in policy development or revision.
3. Resolves complex bibliographic concerns using bibliographic tools (i.e. OCLC, ILLINET Online) or other information systems. Creates precataloging form of entry, permanent machine-readable bibliographic and authority records; may perform on-line bibliographic updates. May establish headings to contribute to the Library of Congress Name Authority data base.
4. Following national standards and local classification schemes, classifies and creates descriptions of special types of materials (i.e. maps, pamphlets, government publications, and manuscripts).
5. Corrects processing problems and discrepancies in previously cataloged materials.
6. Conducts review, appraisal, and maintenance of records, documents, and papers for historical, legal, and business function and significance; determines the arrangement and description of archival records according to standard archival and records-management principles; prepares finding aids for holdings of archival documents.
7. Designates treatment for specific items in disrepair or deteriorating condition in order to make them reusable or to stabilize the physical condition; preserve historic, bibliographic, or artifactual work and integrity. Monitors the environmental conditions of storage and shelving units of the library and recommends corrections when necessary.
8. Catalogs all formats of serials, and complex monographs (i.e. interprets vague or non-specific rules, may work with materials in all languages, performs authority searches, performs subject analyses).
9. Performs all duties normally required in the lower levels of the series.
10. Performs other related duties as assigned.

Level V: Library V**0000**

Employees at this level perform duties that require a practical knowledge of the theories and principles of library science; they create, interpret, adapt, and verify complicated library records and provide assistance to users. The employees use initiative and judgment in applying established library principles and procedures to problems and in determining when assistance of a professional librarian is needed. In performing these duties, the employees supervise other employees and/or serve as supervisors of major departments. They work under direction from a designated supervisor.

A *Library V* typically –

1. Manages/Oversees a major library department.
2. Interprets and applies library policies and procedures within the operation of a major library department.
3. Exercises discretion in granting exceptions to general policies and procedures; provides assistance and guidance in the use of the collection to individuals and groups; i.e. explaining the arrangement of the library's collections; answering complex questions regarding library's holdings, and in the use of online reference databases.
4. Manages and establishes operational procedures for the department in conjunction with the library's academic and/or administrative staff, assists library administration, faculty members, and staff in evaluating the department's- operation and in developing policies to meet its future needs.
5. Develops recommendations for the department's budget (such as student wages, commodities, equipment, and contractual services) and manages the expenditures of the department.
6. Hires, trains, supervises, evaluates, disciplines, and coordinates the activities of the department's personnel.
7. Compiles statistical information on the operation of the department (such as circulation, cataloging production, acquisitions, or building use) and reports on the operations as requested.
8. Manages bibliographic searching for materials with complicated entries (such as uniform titles [Bible]) and corporate entries.
9. Manages and establishes new serial entries based on information located in bibliographic tools and/or according to cataloging code.
10. Maintains holdings records for serial publications or continuations and authorizes the necessary changes in records.
11. Recommends specific materials for acquisition based on apparent need or user.
12. Makes complex adaptations to OCLC bibliographic records (such as updating corporate entries, uniform titles, monographic series, and analytics); may include complex formats (such as non-print materials and serials) or foreign language materials.

13. Under guidance and review, creates complete records and classifies materials for which no Library of Congress, OCLC member input, or other standard copy is available.
14. Maintains currency and accuracy of all catalogs.
15. Provides formal or informal instruction in use of bibliographic tools (such as catalogs, directories, indexes, files, and standard reference works).
16. Plans and prepares library exhibits that require research, selection of materials, and the composition of appropriate annotations.
17. Performs all duties normally required in the lower levels of the series.
18. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Library I

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **6 months** from the following categories:
 - (a) work experience in a library or general clerical or customer service experience.
 - (b) college course work in any field as measured by the following conversion table or its proportional equivalent
 - 30 semester hours equals **six months**

Amounts of education or experience less than those listed above should be converted to decimal equivalents and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Applied knowledge of spelling, grammar, and punctuation, as well as sentence and paragraph structure.
2. General knowledge of clerical practices and procedures.
3. Ability to communicate effectively with and work well with students, faculty, staff, and the public.
4. Ability to work accurately with detailed information and to perform routine alpha-numeric filing tasks, record-keeping, and tabulation tasks.

5. Ability to operate document production, reprographic, or other standard equipment used in a library.
6. Ability to perform routine keyboarding accurately.
7. Ability to follow routine oral and written instructions.

Level II: Library II**0000****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Any combination totaling **1 year** from the following categories:
 - (a) work experience in a library performing duties comparable to those described in Level I of this series.
 - (b) college course work in any field as measured by the following conversion table or its proportional equivalent
 - 30 semester hours equals **six months**
 - 60 semester hours or an Associate's degree equals **one year**

Amounts of education or experience less than those listed above should be converted to decimal equivalents and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge, skills, and abilities required in the lower level of this series
2. Broad knowledge of spelling, grammar, and punctuation as well as sentence and paragraph structure.
3. Applied knowledge of library clerical practices and procedures.
4. Ability to communicate effectively with and work well with students, faculty, staff, and the public.
5. Skill in maintaining standard library files and records.
6. Skill in working accurately with detailed library information.
7. Skill in effectively operating standard equipment used in a library.
8. Skill in performing library system keyboarding accurately.

9. Ability to train and to monitor the work of students or other staff.
10. Ability to work with little supervision.

Level III: Library III**0000**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **2 years** from the following categories:
 - (a) work experience in a library performing duties comparable to those described in Level II of this series.
 - (b) college course work in any field as measured by the following conversion table or its proportional equivalent
 - 30 semester hours equals **six months**
 - 60 semester hours or an Associate's degree equals **one year**
 - 90 semester hours equals **two years**

Amounts of education or experience less than those listed above should be converted to decimal equivalents and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge, skills, and abilities required in the lower levels of this series
2. Ability to work accurately with details
3. Ability to communicate effectively
4. Ability to solve problems
5. Ability to work independently
6. Supervisory ability
7. Ability to work under pressure
8. Ability to deal with others effectively
9. Ability to use small noncomplex hand tools

10. Manual dexterity

Level IV: Library IV**0000**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **4 years** from the following categories:
 - (a) work experience in a library performing duties comparable to those described in Level III of this series.
 - (b) college course work in any field as measured by the following conversion table or its proportional equivalent
 - 30 semester hours equals **six months**
 - 60 semester hours or an Associate degree equals **one year**
 - 90 semester hours equals **two years**
 - 120 semester hours or a Bachelor's degree equals **three years**
3. As required by the position to be filled, education, training, and/or work experience in the area of specialization inherent in the position may be required in meeting credential requirements #1 and #2 above.

Amounts of education or experience less than those listed above should be converted to decimal equivalents and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge, skills, and abilities required in the lower levels of this series
2. Working knowledge of the techniques and practices of library science
3. Working knowledge of computerized library databases and library system technology
4. Knowledge of conservation theory, principles, practices, and techniques
5. Knowledge of the physical and chemical composition of library materials, their structure and working properties, and their reaction over time to the stresses placed on them.
6. Skill in the use of equipment, tools, and supplies used in the conservation/restoration of library materials
7. Supervisory, training, and organizational skills
8. Ability to identify sources and follow-up on detailed user requests

9. Ability to interpret policies, regulations, and standards and make adaptations to existing records and citations
10. Ability to correspond and communicate effectively with internal and external contacts
11. Ability to make independent decisions in handling library technical functions
12. Ability to lift archival boxes up to 40 pounds and store them at varying shelf heights
13. Manual dexterity to execute conservation/preservation treatments with precision

Level V: Library V**0000**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **6 years** from the following categories:
 - (a) work experience in a library performing duties comparable to those described in Level IV of this series.
 - (b) college course work in any field as measured by the following conversion table or its proportional equivalent
 - 30 semester hours equals **six months**
 - 60 semester hours equals **one year**
 - 90 semester hours equals **two years**
 - 120 semester hours or a Bachelor's degree equals **three years**(Note: Only a maximum of 3 years credit for college course work is available.)
3. A total of two (2) years of direct supervisory or lead worker work experience in a library setting.
4. As required by the position to be filled, education, training, and/or work experience in the area of specialization inherent in the position may be required in meeting credential requirements #1 #2, and #3 above.

Amounts of education or experience less than those listed above should be converted to decimal equivalents and added together when computing combinations of the different types of preparation.

PERSONNEL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge, skills, and abilities required in the lower levels of this series
2. Detailed knowledge of computerized library system technology and its capabilities

3. Knowledge of library working tools, records, and processing techniques
4. Skills in organization, coordination, supervision, and work flow analysis
5. Skill in communicating effectively in both oral and written form
6. Proficiency in providing assistance and guidance in use of the library collections
7. Ability to create, interpret, adapt, or verify complicated bibliographic records
8. Ability to compile, interpret, and use statistical information
9. Ability to develop and manage budgetary expenditures of a major library unit
10. Ability to interpret and apply policies and procedures of a major library unit
11. Individual initiative and judgment in utilizing library principles and procedures