

ISSUED: 8/01

12/97 6/93 & 5/88  
CLASS

SALARY

SCHEDULE: B

CODE: PN501

TITLE: Library Assistant I

SALARY

EEO

UNION: P&A, Local 1979, U.A.W.

GRADE: 9

CODE: 50

FLSA: Non-Exempt

E-  
CLASS: PN

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### **POSITION PURPOSE**

Perform standard paraprofessional library work in order to provide technical, bibliographic and operational support in a public or technical service unit of the library system. Position duties require the application of specialized skills which can be acquired through a combination of job-related training and reasonable on-the-job experience.

### **ESSENTIAL JOB FUNCTIONS**

- Receive and verify new monographs and serials, prepare for cataloging and catalog from copy. Monitor routine and straight forward catalog and bibliographic problems and route for resolution. Conduct bibliographic searches using computerized support systems, e.g. OCLC, etc. Interpret bibliographic records and policies. Conduct online processing and record maintenance; identify incorrect or missing information; edit existing records; prepare documents for cataloging and placement within collections.
- Verify subject heading to generate subject guide charts. Responsible for author/title card corrections, retrievals, withdraws and filing. Prepare monographs and periodicals for reclassing, binding and labeling. Process backlogs and fill-ins into the serials collections.
- Order, receive and process monograph and serial invoice payments and renewals, monitor receipt and maintain expenditure record of periodicals; identify and resolve order and payment problems; contact vendors to place and initiate orders of missing issues.
- Participate in circulation and reference services which includes charging and discharging monographs, answering inquiries, preparing overdue notices and computing fines. Assist faculty and students in the use of library collections, services, systems and facilities.
- Participate in inter-library loan and document delivery services which include retrieval, distribution, borrowing and lending of materials requested by University and non-University clients. Utilize appropriate databases to obtain and exchange information from other institutions.
- May provide supervision to non-exempt staff and student employees. Assign, monitor and review work activities; train in appropriate methods and procedures. Oversee stack maintenance and shelf reading functions. Develop and recommend unit operational policies and procedures; prepare various statistical activity reports and maintain file and record system.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level performs standard paraprofessional library work which follows established procedures and requires knowledge of standardized library routines. As such, the incumbent is working in a technical or public services section of the University Library System assisting faculty, students and non-University patrons. Work activities are dictated by established procedures, but require the incumbent to apply these procedures to differing sets of circumstances, some of which may include the search for new applications or procedures. Work activities involve the application of a complex set of rules and the utilization of computerized systems. This classification may provide functional supervision to lower level non-exempt and part-time positions. This classification is typically found in the University Libraries and reports to and receives work direction from a higher level professional and/or management position.

### **MINIMUM QUALIFICATIONS**

- Graduation from a two year community college with major coursework in library science or equivalent combination of education and/or experience.
- Reasonable experience with University library public and technical services functions.
- Reasonable knowledge of library bibliographic and catalog principles, methods and techniques.
- Reasonable knowledge of interlibrary loan and document delivery services.
- Some knowledge of library computerized systems, e.g. OCLC, DOCLINE, MEDLINE, etc.
- Some knowledge of Library of Congress (LC) and American Cataloging rules (AACR2).
- Ability to generate reports and utilize database management programs.
- Oral and/or written communication skills.
- Ability to handle multiple tasks; prioritize work assignments; and possess keen attention to detail.
- Ability to work in a team environment.
- Some supervisory experience preferred.
- Typically, incumbents have held positions such as Library Clerk.