Title: Library Associate 1

Pay Scale Group: 61

Essential Function

Under general direction, perform intermediate to complex level library support activities, which require thorough knowledge of bibliographic principles, and library procedures, policies and tools. Interpret policies and procedures on a routine basis, and make exceptions when necessary. Manage a set of discrete library operations and recommend policies. Use knowledge of various library tools and types of information to solve non-routine problems.

Characteristic Duties

1. Provide intermediate to complex level of public service.
   Answer questions concerning policies and procedures.
   • Interpret departmental policies in non-routine circumstances.
   • Solve non-routine public service problems that require the use of judgment and knowledge of library procedures (e.g., override system, waive fines).
   • Answer intermediate to complex information questions, Refer when appropriate.
   • Provide intermediate interpretation of on-line bibliographic information.
   • Instruct patrons in use of local and state wide on-line catalogs and databases. Demonstrate author, title, and subject searches, special search features, and how to effectively limit search to obtain appropriate information.
   • Conduct intermediate reference interviews, Assist patrons in clarifying research and information needs. Narrow topics by utilizing knowledge of collection and structure of literature.
   • Assist patrons in obtaining and interpreting citations from various sources (e.g., printed indexes, on-line catalog).
   • Identify and demonstrate the use of a significant range of intermediate library reference tools and resources (e.g., various CD/ROM product, citation index).

Perform intermediate to complex level processing of library materials.
   • Solve non-routine technical services issues/problems that require the use of judgment and knowledge of library procedures.
   • Perform copy cataloging requiring intermediate level changes or corrections to record, primarily monographs.
   • Perform copy cataloging for serials and other formats (e.g., computer files, multimedia, microforms, videos).
   • Apply appropriate procedures in analyzing and adding records for monographic, added volumes and standing orders.
   • Provide routine authority verification.
   • Determine/assess and perform appropriate treatment for and repair older or valuable damaged books and those requiring non-routine treatment. Apply appropriate binding structure according to conservation standards.
   • Apply appropriate procedures in receiving complex, special materials.
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- Investigate and resolve intermediate to complex circulation issues (e.g., multiple claims returned, duplicate patron records, dealing with problems with materials from other institutions, tracking overdue in-transit items).
- Demonstrate technical techniques for workshops and seminars.
- Resolve ILL problems; determine most appropriate supplier for non-routine requests.
- Test, troubleshoot, and repair media and computer equipment.
- Perform media production projects (e.g., classroom videotaping; off-air recording; copystand photography; digitizing and scanning images, sound or video)

2. Managerial/Supervisory duties
- Manage, coordinate, and organize procedures for special projects (e.g., inventory) and/or set of discrete library operations that require intermediate decision making.
- Interpret policies and procedures, and make decisions about exceptions.
- Exercise functional supervision of subordinate staff.
- Exercise full supervision over unit/department’s student assistants, and manage the payroll and budget, hiring, training, and evaluation process.
- Oversee major stack shifts, which, includes projecting future space needs and organizing the moves.
- Coordinate and conduct use studies and prepare follow-up reports.
- Identify fair use problems; resolve or refer.
- Initiate correspondence/communication to resolve intermediate problems (interpret and apply procedures).
- Compose reports which require basic statistical analysis and drawing basic conclusions.
- Design, set up, organize and maintain databases, files, or lists for departmental or patron use.
- Design, set up, and organize basic web pages utilizing software package.

Unusual Working Conditions

- N/A

Minimum Qualifications

- Bachelor’s degree or equivalent. At least one year of library work experience in a computer-based environment. Ability to enter and retrieve data from a computer. Some positions may require six months supervisory experience and/or the knowledge of a foreign language.

- In order to perform the essential duties, some positions may require the ability to stoop and bend, lift materials weighing up to 40 lbs., ability to move loaded book trucks weighing up to 100 lbs.

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