

I. LIBRARIAN SERIES:

Librarian I
Librarian II

II. SUMMARY OF SERIES:

Incumbents of positions in this series classify and catalog books and other library materials; select new books and materials needed for the collection; aid library users in utilizing facilities; participate in the development of library policy; plan the use of available floor and shelf space; determine the need for various types of equipment; and perform related work as required.

The basic purpose of this work is to facilitate the lending and use of library materials by students, faculty members, or other library users.

III. ORGANIZATIONAL LEVELS:

Librarian I is the entry-level professional job in this series.

Librarian II is the first-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Performs descriptive cataloging of books and other materials for which cataloging information is not available and establishes the form of the main entry and authority for its use in cataloging books and other materials.
2. Classifies and catalogs books and other materials by assigning them to their proper place in a system of classification and preparing catalog cards with required information to identify and locate materials.
3. Selects new books and materials to be obtained or purchased based on assessment of needs due to obsolescence, loss, condition, etc. of existing materials or usefulness and timeliness of available materials to build or maintain collection.
4. Aids library users in the proper or most productive use of library materials by retrieving or searching for materials, responding to inquiries, selecting or suggesting materials for use based on user needs, instructing or explaining nature of materials and their uses, and explaining rules and procedures in order to promote proper library use.
5. Participates in the development of library policy by considering library goals and objectives and utilizing statistical and other information to plan library management.
6. Plans or assists in the planning of available floor space and shelf space to make materials readily accessible during the process of reorganization, expansion, or moving.
7. Determines the need for equipment, supplies, or personnel and recommends the acquisition of such.
8. Attends and/or participates in meetings, seminars, boards, etc. as representative of the library in order to report to superiors on various difficulties, plans, etc.; to ascertain ways to conform to library accreditation standards; to develop library policy; or to otherwise gather information for the unit's use; or to maintain proficiency in the current state of library theory and practice.

9. Monitors library users to reduce theft, vandalism, and infractions of library rules.
10. Charges, renews, and discharges library materials being borrowed using manual, machine or automated systems to record the disposition of library materials.
11. Performs related duties such as contacting users concerning return of overdue materials; contacting agency personnel regarding shipping and receiving; performing bibliographical searching; opening, sorting, and distributing mail; operating office and audiovisual equipment; maintaining files and records; writing narrative reports; taking inventory of books; exercising disciplinary action when necessary; filing; indexing; repairing or altering books and other library materials; and typing catalog cards, correspondence, reports, forms and other library materials using typewriter with library keyboard.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Librarian I:

None.

Librarian II:

Incumbents of positions at this level also:

1. Interview job applicants, train employees, evaluate employee performance and productivity and recommend disciplinary action when necessary to meet the department's personnel needs.
2. Operate computer terminals and prepare and code bibliographic information for computer entry.
3. Plan or schedule exhibits or displays to present special or unusual items or books to library users.
4. Based on assignment, may decide on the appropriateness of permitting inmates to work as library assistants.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency staff, other state agencies and libraries, publishers, students, faculty and other library users.

VII. SUPERVISION RECEIVED:

Librarian I:

Incumbents of positions at this level receive direct supervision from librarians or other employees of higher grade who assign, review, and approve work for conformity to instruction, as well as applicable policies and procedures.

Librarian II:

Incumbents of positions at this level receive general supervision from managerial or other employees of higher grade who review performance through written and verbal reports for effectiveness and conformity to laws, rules, and regulations, and provide policy guidance.

VIII. SUPERVISION EXERCISED:

Librarian I:

Incumbents of positions at this level may exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 paraprofessional and/or other personnel.

Librarian II:

Incumbents of positions at this level exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 professional and paraprofessional personnel and additional clerical personnel, volunteers, students, or interns.

IX. WORKING CONDITIONS:

Librarians may be required to stand for prolonged periods of time during performance of duties. Based on assignment, librarians may work in medical, penal or mental health institutions.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the principles and practices of library science including cataloging and classification.
2. Knowledge of the types and applications of library classification and cataloging systems such as Dewey Decimal, Library of Congress.
3. Knowledge of library reference materials and services including dictionaries, atlases, almanacs, bibliographies, catalogs, etc.
4. Knowledge of library filing systems, such as alphabetic, classified, and chronological.
5. Knowledge of the terminology, coding, symbols, and standard abbreviations used in library work.
6. Knowledge of types and uses of library equipment.
7. Knowledge of the methods and techniques of preserving library material.
8. Knowledge of the methods and techniques of mending and repairing books and other library materials.
9. Knowledge of the methods of general report writing.
10. Skill in mending and repairing books and other library materials.
11. Ability to determine proper format and procedure for assembling items of information.
12. Ability to gather information by examining records and documents.
13. Ability to assemble items of information in accordance with established procedures.
14. Ability to work accurately with names, numbers, codes and/or symbols.
15. Ability to explain the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
16. Ability to understand and apply agency procedures and guidelines governing the purchase of supplies, materials and equipment.
17. Ability to deal tactfully with others.
18. Ability to establish and maintain harmonious working relationships with others.
19. Ability to communicate effectively in oral expression and in writing.
20. Ability to give oral and written instructions in a precise, understandable manner.
21. Ability to write clearly and concisely.
22. Ability to prepare general reports.
23. Ability to maintain accurate records.
24. Ability to follow written or oral instructions.
25. Ability to stand for prolonged periods of time.
26. Willingness to work in a confined area.
27. Willingness to stand for prolonged periods of time.

Based on assignment, the following may also be required at hire:

1. Willingness to work in a medical facility, penal institution and/or mental health institution.

Based on assignment, the following may be required at hire for Librarian I positions:

1. Ability to supervise, including planning and assigning work according to the nature of the work to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

Additional qualifications required at hire for Librarian II positions:

1. Ability to conduct interviews.
2. Ability to supervise, including planning and assigning work according to the nature of the work to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the types and availability of public or private organizations and sources for providing library services.
3. Knowledge of the agency procedures and guidelines governing the purchase of supplies, materials and equipment.
4. Knowledge of the applications of electronic data processing to library science.
5. Knowledge of national and local library accreditation standards.
6. Knowledge of the types and uses of agency forms.
7. Skill in operating microfilm reader and reader printers.
8. Skill in operating audio-visual equipment.
9. Skill in operating office machines and equipment such as adding machines, calculators, typewriters and photostatic copiers.
10. Skill in operating book charging machine.

Additional qualifications acquired on job in Librarian II positions:

1. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Librarian I:

None. (See Section XIII.)

Librarian II:

Applicants must have at least (A) one year of full-time, or equivalent part-time, professional experience as a librarian.

XIII. SPECIAL REQUIREMENTS:

Certification as a professional librarian by the Massachusetts Board of Library Commissioners.

Occupational Group 37
9.29.80

Revised 12.12.80

Revised 5/81
2nd revision 8/81