

PART I	DEPARTMENT OF EDUCATION	8D.074
	STATE OF HAWAII	8D.076
	8D.078
	Class Specifications for the:	8D.080
		8D.082

LIBRARIAN SERIES

Series Definition:

This series includes all classes of positions which perform and/or supervise professional work in the selection, acquisition, cataloging and classifying of library materials and the provision of reference, reader's advisory, bibliography and other library services.

Classes in this series are found in programs aimed at meeting the informational, educational, cultural, research and/or recreational needs of the population served by acquiring, organizing, maintaining, providing and interpreting a wide variety of printed and related materials.

Librarian positions covered by the classes in this series are generally located in two types of libraries--general or public libraries--and special or departmental libraries. The kinds of materials acquired and the manner in which they are organized, the type of reference service provided, and the clientele served, may vary, depending on the type of program the particular library is situated in and the purpose for which the library was established.

General or public libraries provide a source of educational, cultural and recreational information to all ages and groups in the general population, community or clientele served. Collection development and maintenance of library materials require an ongoing assessment of community/clientele interests and needs; programs provide a service to meet common and unique needs of the community/clientele served and stimulate interest in and promote the use of library services.

Special or departmental libraries provide a source of information in subject areas pertinent to the mission and function of the organization they serve. The special library acquires materials and information for the organization's current and future needs, based on consultation with specialized program personnel within the organization being served, and organizes the materials and information in the most effective manner for use by the library's clientele and staff.

The major functions of library work include materials selection, acquisition, cataloging and classification, collection development and maintenance, reference and reader's advisory services, library systems planning, and development and promotion of library services. The work involves applying informed professional judgment, based on an extensive body of principles, theories and techniques, to these functions.

The efficient performance of these functions frequently results in librarians concentrating in one or more specialized areas of library science, particularly in larger library organizations. In larger library organizations, certain functions tend to be centralized (e.g. in the Hawaii State Public Library System [HSPLS], the cataloging and classification of library materials is performed by positions in the Technical Services Section). In smaller library organizations (e.g. departmental/special libraries), librarian positions may be required to perform most/all of the functions necessary to carry out the operation of the library. Regardless of apparent specialization, however, the professional librarian is distinguished by, maintains an awareness of, and considers the relationship of each activity and its function to the overall objectives of the library. Typical areas of concentration include general library service work with children or young adults, reference and/or readers' advisory services, cataloging and classification, materials selection, special library services and administration.

Reference work and reader's advisory services. Reference work involves utilizing a knowledge of bibliographic and subject resources of the library in order to locate and make information available to the user. Activities include utilizing and selecting sources within the library (e.g. in order to answer study and/or research questions), and may involve locating materials in or referring patrons to other libraries with appropriate resources. Typical activities include providing ready reference and selective reference (which may involve short and/or extensive searches); preparing selective and comprehensive bibliographies; preparing reference aids such as indexes and pathfinders; arranging for the loan of materials with other libraries within the particular library system (intraloan) or with other library agencies (interloan); instructing clientele in the use of bibliographic and other reference sources; and may also include literature searching which involves systematic searching for bibliographic or full text information through a database to locate specific information.

Reader's advisory services include assisting patrons in locating and selecting library materials to meet individual needs and informing patrons about information available in all formats (e.g. books, audio cassette tapes, pamphlets, maps, etc.) relating to special interests and explaining the general arrangement and resources of the library.

Cataloging and classification concerns the description, analysis and systematic organizing of library materials in order to facilitate the retrieval and use in a manner most appropriate to the needs of the particular library. Descriptive cataloging is the process of examining each publication in order to identify its unique features so as to distinguish it from other items and describe it bibliographically, including a description of its format and bibliographic relations to other items (i.e. author, title, publisher, date, pages, etc.). Subject cataloging involves a careful examination of the publication being

cataloged to determine the specific subjects with which it deals and selecting, usually through the use of standard subject heading lists, the words/groups of words which best indicate the subjects under which material should be listed in the catalog. The cataloger must understand the requirements and special interests of the library users so that the catalog descriptions may be suited to their needs, thus providing users with efficient access to the material.

Original cataloging requires the librarian to perform the entire process from scratch; i.e. the cataloging will be based entirely on the physical inspection of the material. Copy cataloging may be performed when there is some form of cataloging already available (e.g. Library of Congress) for a particular publication, and then, only minor modification may be necessary. Recataloging may be necessary if changes in subject headings/cataloging rules affect the way a publication was initially cataloged.

Classification of materials involves assigning appropriate call numbers to items to designate proper places in the system of classification used (e.g. Library of Congress, Dewey Decimal, National Library of Medicine). Classification of materials requires some consideration of the needs of the library user, as the call number assigned determines the location in the collection (i.e. positions on the shelves) in relation to other materials.

Materials selection, acquisition, and collection development and maintenance. Materials selection involves the selection of current and/or historical material that will maintain and strengthen the collection of the library/library system. Typical activities include analyzing and evaluating informational, educational, cultural, research and/or recreational needs of the users of the library/library system; keeping abreast of developments in subject matter area(s) covered by a collection, as well as publication activities in that field; recommending the inclusion of titles on a materials ordering list through the critical review of book and non-book material (e.g. phono records, audio cassette tapes, video-cassette tapes), reviews, catalogs, journals, publicity announcements, etc.

In the acquisition of library materials, information and suggestions about sources of supply contributed by all those who aid in selection are gathered together and coordinated so that purchasing, receiving and recording may be carried out economically and efficiently. Skill in the use of bibliographic aids and familiarity with the market and resources of dealers are important factors in acquisition. Activities may include negotiating with publishers, dealers and salesmen; determining the method of acquisition; and designing the ordering system and supervising its operation.

Collection development and maintenance require an ongoing assessment of the informational, educational, cultural, research and/or recreational needs of the

population served. Typical activities include recommending titles and materials (including the appropriate number of copies) for addition to the library collection based on the needs of the population served and the budgetary limits of the library/collection. It also involves examining and recommending for discard or replacement materials which are in poor condition, infrequently used, outdated or superseded by other materials, etc.). The work may involve selection of materials for mobile or temporary collections (e.g. bookmobile) from materials in a library's general collection.

In smaller library organizations, one position may perform all of the above functions.

Level of Work:

Five levels of professional library work have been distinguished. These levels represent the interaction of a number of classification factors: 1) nature and variety of work, 2) nature of available guidelines, 3) nature of supervision received, 4) purpose and nature of interpersonal relationships required, 5) supervisory and/or administrative responsibilities, and 6) knowledge and abilities required. In addition, for certain administrative positions, the factors of nature and scope of recommendations, decisions and commitments and originality required are also pertinent.

The absence of a description of a particular work assignment or specialty in the class specification does not preclude allocation of such positions to that class provided that the overall scope of the assignment, the level of responsibility, and knowledge and abilities required are comparable to those described.

LIBRARIAN II

8D.074

Duties Summary:

Performs progressively responsible professional library work in order to gain competence as a professional librarian and performs other related duties as assigned.

Distinguishing Characteristics:

Performs progressively responsible professional library work in order to enhance basic knowledge of the theories and techniques of library science and to gain facility in their application to actual work situations and to develop experienced professional judgment. Assignments typically cover various aspects of library work of increasing complexity and depth to complement professional education and promote development.

Assignments of increasing difficulty are performed under the close to general supervision of a higher level librarian who is responsible for planning, assigning, directing and reviewing the work, and who is available to provide technical assistance and supervision on assignments.

Incumbents are expected to be able to use standard references and resources in the field of library science, such as Anglo American Cataloging Rules, 2nd edition (AACR2), and to become familiar with departmental policies and procedures. Guidelines are typically available for, and directly applicable to, assignments.

Examples of Duties:

In a developmental capacity: Assists readers in selecting books and in using the card catalog or other catalog system employed by the particular library (e.g. on-line public access catalog); gives individual guidance to readers when requested; may give book talks, conduct story hours and/or library orientation sessions; furnishes a variety of information and reference service of average difficulty and informs readers about books relating to their special interest; indexes magazines and newspapers; assigns subject headings to pamphlets and pictures; assists with selecting or cataloging of books, recordings, films, musical scores and other library materials; assists in checking book lists, reads and reviews books, book reviews, professional magazines and publishers' catalogs in connection with book ordering; may accompany a bookmobile and provide reference service to readers; plans and arranges for displays and book exhibits; may arrange for intra and/or interlibrary loans; fills requests from branches and stations for books and other material; may review paraprofessional and clerical work; and may otherwise instruct or supervise clerical and student helpers.

Knowledge and Abilities Required:

Knowledge of: Basic elements of library science (e.g. basic principles and practices of cataloging and classification, basic library tools and standard reference materials, basic reference methods, and basic objectives and philosophy of library service).

Ability to: Apply basic knowledge of library science to perform assigned functions; gain understanding of principles and practices of professional librarianship; deal tactfully with users of the library; promote the use of library materials and services; learn and apply library rules and regulations, policies and procedures.

LIBRARIAN III

8D.076

Duties Summary:

As a fully competent professional librarian, performs the full range of professional services in a service or functional area; generally serves as the librarian responsible for providing the full range of professional services within a particular service area; catalogs and classifies materials presenting the full range of cataloging problems; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for independently performing the full range of professional library services in a service or functional area. The work requires the use of independent judgment in providing complete library services in the area assigned, within established policies and procedures, under the general supervision of a higher-level librarian. In direct service libraries, the work generally involves serving as the librarian responsible for providing the full range of professional services (e.g. collection development and maintenance, library programming) within a particular service or functional area. Positions in this class may supervise lower-level librarians and/or sub-professional positions performing supportive activities.

Type A: In a general or public library independently provides the full range of library services to a general (e.g. bookmobile) or specialized group (e.g. children, young adults) of library clientele. A position in this class serves as the librarian in the particular library setting who is responsible for collection development and maintenance, reference and reader's advisory services, and informational and library promotional services (e.g. storytelling, book talks, and exhibits) within the assigned area, based on the needs of the clientele served. General supervision is received from a higher-level librarian who has overall responsibility for the operation of the particular library setting. Some positions of this type may coordinate activities for a group of libraries and may provide guidance to less experienced librarians/library technicians, with regard to collection development, maintenance and promotional services.

Type B: Provides the full range of reference and reader's advisory services for a substantial amount of time. Generally, a position in this class serves as the library's reference librarian and provides general and specialized reference services including ready reference and selective reference which involve short as well as extensive searches for information, which may require selecting and locating several sources of information in order, to satisfy the requirements of the reference request. If the information cannot be located or is inadequate, a position in this class is expected to seek the assistance of a specialist in the subject area involved or assistance from

another library/information agency. Reference service may also include on-line database searching for bibliographic information; preparing reference aids; and recommending titles for addition and replacement to the library's collection.

Type C: Independently performs the full range of cataloging (including original cataloging) and classification of materials which presents the full range of cataloging problems. The work involves descriptive cataloging, subject cataloging and classification of a variety of materials requiring knowledge and discriminating use of reference sources and tools, as well as knowledge of the requirements of the library system, in determining the cataloging principles which apply and in assigning call numbers and subject headings, which most appropriately reflect subject coverage of the material, patron interest and emphasis of the library service. The assignment of classification numbers and subject headings normally do not involve deviation from the classification system or subject heading list; however, positions in this class are expected to recommend revisions as necessary. Guidelines, such as Library of Congress cataloging, may be available for most materials; however, original descriptive cataloging is also required. The work is performed under the general supervision of a higher-level librarian who reviews the work for conformance with established policies, procedures and philosophy of the particular library service, and who is available to provide technical assistance on assignments which present greater complexities.

Examples of Duties:

Type A: Develops and maintains a well-balanced collection, based on the needs and interests of the client group served; plans, arranges for and/or conducts, and evaluates informational and/or library promotional services (e.g. story hours, book talks, library tours, workshops, guest speakers, exhibits, films, class visits, etc.); assists patrons in the use of the library; provides reference service by assisting patrons in locating sources of information; provides reader's advisory services by locating and selecting library materials appropriate to the patron's age group, interests and needs; may be responsible for providing bookmobile services (which may include supervising a bookmobile driver, recommending a bookmobile schedule, and arranging for the maintenance and repair of the bookmobile); may participate in the review of books being considered for purchase by reading books and preparing critical annotations regarding suitability for purchase; may arrange for intra and/or interlibrary loans; explains library policies, rules and regulations to patrons; may keep track of expenditures for materials for the collection; keeps abreast of trends and literature in the area assigned by reading professional journals; may serve as the librarian-in-charge of the library in the absence of the head librarian (e.g. weekends, evenings); may serve on various committees; attends various workshops and meetings; may supervise lower-level librarians and/or paraprofessional and clerical positions performing supportive activities; may maintain, prepare and submit statistical and other activity reports.

Type B: Provides ready reference and selective reference services, involving short and extensive searches, which may involve locating several sources of information in order to satisfy the requirements of the reference request; conducts reference interviews and analyzes the patron's reference request in order to determine the patron's specific information requirements; applies selective judgment in the use of a variety of reference sources and tools, in searching for sources of information, in the evaluation of authoritativeness, timeliness and relevance of information on a specific topic, issue or problems; and in the use of material not ordinarily considered to relate directly to the field involved; seeks the assistance of a specialist in the subject matter involved, if the requested information cannot be located or is inadequate, or refers the request to another library or information agency; may perform on-line database searches for bibliographic information relating to a specific reference question; prepares reference aids such as pathfinders, bibliographies and indexes; may recommend titles for addition and replacement to the reference collection and/or the library's general collection; may arrange for intra and/or interlibrary loans; assists and instructs readers in the use of various reference materials; may plan, arrange for and/or conduct informational and/or library promotional services (e.g. for adults within the community served); may participate in or be responsible for a collection within the library (e.g. adult/reference materials); explains library policies, rules and regulations to patrons; may serve as the librarian-in-charge of the library in the absence of the head librarian (e.g. weekends, evenings); may serve on various committees; attends various workshops and meetings; keeps abreast of trends and developments in library services and literature by reading professional journals; may supervise lower-level librarians and/or paraprofessional and clerical positions performing supportive activities.

Type C: Performs descriptive cataloging which involves giving a physical and bibliographic description, based on an examination of the material and following established cataloging policies and cataloging rules (e.g. AACR2), or by adapting Library of Congress bibliographic data; establishes and assigns official main entries to provide common access points in the catalog; in establishing a main entry, checks bibliographic tools and analyzes an entry relationship to other entries in the cataloging system; assigns appropriate subject headings by determining the subject matter of the material, the intent of the author and the types of readers that will find the material useful; classifies materials by assigning an appropriate call number following established policies and based on a particular classification scheme; consults with a higher-level librarian on assignments that present greater complexities; assigns cutter numbers; searches for, verifies and/or creates cross references and uniform titles; may supervise lower-level librarians and/or paraprofessional and clerical positions performing supportive activities; recommends revisions in subject headings as necessary; may maintain, prepare and submit statistical and other activity reports; may serve on various committees; may attend various workshops and meetings; keeps

abreast of changes in cataloging rules, policies and procedures, and classification schedules, as required.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of professional librarianship (e.g. cataloging and classification, reference tools and methods, philosophy and objectives of library service, collection development and maintenance, major functional areas of library service); wide range of literature.

Ability to: Apply above knowledge to the needs of the particular library situation and assume responsibility for the assigned service area; establish and maintain effective relationships with patrons and others; analyze and identify the needs of the patron group served; promote the use of library materials and services; learn, apply, and interpret library rules, regulations, policies and procedures.

LIBRARIAN IV

8D.078

Duties Summary:

Plans and supervises the operation of a library; serves as a specialist for reference and materials, or cataloging and classification, in a subject field(s) or special collection(s); plans, coordinates and evaluates library services in a major service/functional area; provides specialized reference services and materials to departmental/program personnel; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for professional leadership as the position in charge of a library operation or as a specialist in an assigned field(s). The work requires the use of experienced judgment in providing appropriate material and library services to the patrons/clientele of a particular library; performing specialized activities (e.g. cataloging and classification, reference and materials selection) within a complex and dynamic subject field(s); and/or planning, coordinating and evaluating library services in a major service/functional area.

Type A: Responsible for the operation of a small- or moderate-sized public/general library which provides a collection and services aimed toward meeting the everyday educational, recreational, informational and cultural needs of the community/population served; thus, the collection is generally limited to basic reference and popular, high-demand recreational reading materials. Such responsibility involves planning for the provision of materials and services appropriate to the

community/population being served. A position in this class may be responsible for providing all professional services at the particular library and supervising sub professional supportive activities or may also supervise a librarian(s) and/or library technician(s) who has (have) responsibility for providing the full range of professional/paraprofessional library services in a major service area(s) (e.g. children's/young adult services/reference). Responsibility for the operation of the library includes overall responsibility for the library's collection and services; promotion of services; and planning, evaluating and reporting on library operations and services. Decisions regarding collection development, library services, operation of the library, and interpretation of library policies are made independently, in accordance with departmental rules and regulations and established policies and procedures.

Type B: Serves as a reference and materials selection specialist in a complex subject(s) or discipline(s), under the general supervision of a higher-level librarian who has overall responsibility for one or more broad subject areas or serves as the specialist for a comprehensive, specialized collection, which does not require the supervision of reference and materials specialists under the general supervision of a higher-level librarian/manager, and in addition, may plan, coordinate and evaluate library services provided to a particular segment of the population within an assigned geographic area. A position of this type is responsible for keeping abreast of trends and developments within the subject field(s) by reading and reviewing professional journals and literature; developing and maintaining a comprehensive collection of materials within the subject field(s); and selecting titles to be added to a materials order list for other libraries within the system to consider for purchase. Because of the comprehensive, in-depth nature of the collection(s), a position in this class provides extensive, in-depth reference service, which includes assisting personnel of libraries with limited resources.

Type C: For a major portion of the time, independently performs the most complex cataloging and classification of a variety of materials. The complexity of the work is conditioned by the nature of materials to be cataloged. The materials may be in a dynamic/formative subject field(s) or may be part of a specialized and complex collection(s) (e.g. technical subject area).

Cataloging and classification performed by a position of this type is complex due to such factors as: difficulty in locating/discriminating the information necessary to correctly identify and describe the publication and/or the technical nature of the publication requires a greater amount of analysis in order to determine the focus and intent of the material. A position of this type is required to exercise experienced judgment in determining the cataloging principles which apply and the extent of subject analysis and the fineness of classification which are necessary to reflect subject interests and emphasis of the parent agency. Because of the nature of the material cataloged, positions which catalog and classify materials for a large library system (e.g.

Hawaii State Public Library Systems and public school libraries) are required to recommend new subject headings (where appropriate subject headings do not exist), which are subject to approval of a higher-level librarian who has overall responsibility for the cataloging and classification system employed. Positions at this level which catalog and classify materials for a departmental/special library may also be responsible for formulating and/or recommending the adoption of cataloging and classification systems, policies and procedures based on the needs of the library and ensuring the accuracy and adequacy of the same for the library.

Type D: Serves as a program specialist responsible for planning, coordinating and evaluating library services provided to a particular segment of the population within an assigned geographic area (e.g. children's library services for a neighbor island district). Such responsibility involves reviewing and evaluating the scope and quality of collections and services; assisting in the identification of local problems and opportunities for increased or improved services; planning and coordinating activities within the assigned geographic area; providing assistance and guidance to field librarians and/or library technicians as requested; and coordinating and/or conducting training as necessary. A position of this type performs work in accordance with overall goals, objectives and policies which have been established for provision of library services to the target population, and may also be responsible for the collection and services provided to the target population at a particular library.

Type E: Responsible for providing all services at a special/departmental library which includes providing specialized reference services and materials to persons engaged in carrying out the mission of the department/program. A position of this type may provide all professional services and functions necessary for the operation of the library or may supervise a few librarians and/or library assistants/technicians performing reference service and/or sub-professional support activities. A position of this type selects and acquires materials; develops, maintains and organizes the collection; provides reference services; and formulates and/or recommends policies for the operation of the library in accordance with generally accepted principles and practices of librarianship, established guidelines, departmental rules, policies and procedures. There is regular contact with program people to keep abreast of program directions and information needs.

Examples of Duties:

Type A: Plans, assigns, supervises and reviews the work of librarians and/or library assistants/technicians in operating a small or moderate-sized general/public/public and school library; supervises and participates in the provision of a collection and services aimed toward meeting the everyday educational, recreational, informational and cultural needs of a community/population making varied use of the

library; assures that rules and regulations for the lending of books and other materials are adhered to; develops and maintains good relations with the community served; actively promotes the use of library facilities and services; reviews community needs and recommends additions to the existing collection and the provision of new services; provides direct services including reference and reader's advisory services; may apply for grants to provide new services; conducts periodic staff meetings and discusses various library problems; prepares and/or reviews work schedules; allocates materials budget and keeps track of expenditures; submits periodic operational reports; develops internal operating policies and procedures in accordance with established policies, rules and regulations; identifies the need for alteration and/or repair of the library facility; takes appropriate action to correct public safety hazards; ensures security of the facility; recommends hours of library operation; makes requests for equipment and supplies; may also supervise technical personnel responsible for providing media resource center services to the community, and/or maintaining and repairing various types of audiovisual equipment; may prepare plans of services; reviews and evaluates the work of subordinates; approves leaves; interviews and recommends applicants for vacant positions; orients and instructs new employees; serves on various committees; participates in meetings with administrative personnel regarding overall administrative problems of the library system.

Type B: Develops and maintains a well-balanced, comprehensive collection of materials within the subject field(s); selects titles within the subject field(s) to be placed on a book order list for other libraries to consider for purchase; keeps abreast of trends and developments within the subject field(s) by reading and reviewing professional journals and literature; analyzes and evaluates the recreational, cultural, reference and/or the documentary needs of the system in the subject field(s); provides substantial selective and extensive reference services (in person, over the telephone and in writing); performs extensive searches of varied materials, including original sources and those not ordinarily considered to relate directly to the subject field(s) involved; may perform duties similar to those described in Type D; may perform on-line data base searching for bibliographic information; prepares comprehensive bibliographies and other reference aids on special topics and current areas of interest in the subject field(s); provides reader's advisory services; may conduct workshops relating to reference and materials within the assigned subject field(s); may make requests for equipment and supplies; may keep track of expenditures allotted to purchase materials for the collection; may serve on various committees; attends various workshops and meetings; may train, supervise and evaluate the work of lower level librarians and/or paraprofessional and clerical positions performing supportive activities; may maintain, prepare and submit statistical and other activity reports.

Type C: Spends a major portion of the time independently cataloging and classifying materials which present special complexities (e.g. scientific/technical, foreign

language, nonfiction and Hawaiiana material, government documents); utilizes experienced judgment and a variety of reference sources and tools in locating and determining the correct cataloging information; establishes and assigns official entries; reads and/or reviews the material in order to determine the subject matter and intent of the material and assigns appropriate subject headings; may be required to translate/transliterate foreign language material; recommends new subject headings where appropriate subject headings do not exist; creates cross references (see references) to provide additional access points to works; assigns call numbers to materials, taking into consideration the location within the library/collection that would provide best access to patrons most likely to use the material; recommends changes in classification numbers and initiates recataloging of materials; may advise, supervise and/or review the work of lower-level librarians and/or library technicians performing cataloging and classification; may supervise paraprofessional and/or clerical supportive activities; attends various workshops and meetings; may serve on various committees; may prepare, maintain and submit statistical and other activity reports.

Type D: Plans, coordinates and evaluates library services provided to a segment of the population within an assigned geographic area (e.g. children/young adult services on a neighbor island); reviews and evaluates the scope and quality of collections and services; analyzes resources and data on local needs; assists in the identification of local problems and opportunities for increased or improved services; provides assistance and guidance to field librarians with regard to collection development and maintenance, and services as requested; coordinates district-wide activities, including providing publicity and making arrangements for speakers/entertainers (e.g. logistics); coordinates and/or conducts training as necessary; develops and maintains relationships with various community organizations in promoting library services within the assigned geographic area; may recommend, plan and coordinate programs which will enhance library services within the assigned geographic area; may apply for grants and develop project proposals; may be responsible for the collection and services provided to a particular segment of the population (e.g. children/young adults) at a particular library; may keep track of expenditures; prepares, maintains and submits statistical and other activity reports; reviews and prepares critical annotations of materials; serves on various committees; attends various workshops and meetings; may supervise lower-level librarians, paraprofessional and/or clerical positions performing supportive activities.

Type E: Plans, organizes and provides library services in support of the mission of a departmental program (e.g. in a hospital, providing medical library services); establishes and maintains contacts with program personnel to keep abreast of program directions and information needs; formulates and/or recommends policies and procedures (e.g. cataloging, circulation, access to information/services, etc.) for the operation of the library service in accordance with accepted library principles and

practices, established policies, departmental rules and regulations; reviews professional journals and literature to keep abreast of trends and developments in pertinent subject areas; selects and acquires materials; catalogs and classifies materials; develops, maintains and organizes the collection; provides reference services; may perform on-line data base searching for bibliographic/full-text information and/or abstracts; provides interlibrary loan services; may circulate journals/articles which may be of interest to program personnel; maintains a shelf list of materials; may coordinate the purchase of materials for program personnel; may request a budget based on the library's needs (equipment, supplies, materials) and plan for and keep track of expenditures; may supervise a few librarians and/or library assistants/technicians performing reference service and/or sub-professional supportive activities; may serve on various committees; may attend various workshops and meetings.

Knowledge and Abilities Required: In addition to those knowledge and abilities required at the next lower level:

Knowledge of: Experienced, full professional knowledge of the principles and practices of professional librarianship.

Ability to: Apply above knowledge to identify and provide materials and services to meet the needs of a broad patron group; plan, develop, coordinate and evaluate library services or perform highly complex library work in a specialized area; establish and maintain effective relationships with the client/patron group served, and various library and community organizations and agencies; recommend and/or interpret library policies, procedures, rules and regulations; for some positions, the ability to supervise lower-level librarians and/or sub-professional personnel; prepare clear and concise reports.

LIBRARIAN V

8D.080

Duties Summary:

Plans and supervises the operation of a large public library; supervises and participates in the selection, development and maintenance of a collection of materials in one or more broad and complex subject area(s); develops, plans, coordinates and evaluates a major area of library services (i.e. children/young adult services) on a statewide basis; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for a broad program of comprehensive, specialized services or a broad program of library services in a major functional area.

Type A: Plans and supervises the operation of a large public library which, in addition to fulfilling the everyday educational, recreational, informational and cultural needs of the community/population served, has been designated by management to provide a more comprehensive, in-depth reference collection, and specialized materials in a broad range of subjects to meet broad-based, more specialized needs of the community. The community served may include areas provided basic library materials and services by small/moderate-sized libraries. This type of library operation usually requires the assistance of several professional subordinates providing the full range of services in the major areas of library service, and a substantial support staff, in order to meet the demands of a community/population which, by virtue of the scope and nature of the materials and services available, makes substantial use of the library (which may be evidenced by such factors as circulation, hours of service, etc.). General supervision is received from a higher-level librarian/manager who has overall responsibility for library operations within a large geographic/district area.

Type B: Supervises and participates in the activities of a unit which provides comprehensive reference and collection services involving one or more broad subject areas of such scope and complexity as to require the assistance of reference and materials specialists. Such responsibility involves the coordination of services and activities carried out by the unit (including materials selection and collection development and maintenance in complex subject fields; extensive and in-depth reference; and the preparation of bibliographies and other reference aids to meet the requirements of the library system); keeping abreast of trends and developments within the assigned area; identifying methods to improve services; and planning for the provision of comprehensive and up-to-date materials and services. A position of this type receives general supervision from a higher-level librarian/manager who has overall responsibility for the collections and services of a comprehensive library resource.

Type C: Serves as a program specialist responsible for developing, planning, coordinating and evaluating a program of library services (e.g. children/young adult services) on a statewide basis. Such responsibility involves keeping abreast of trends and developments, and recommending and developing policies, goals, objectives and standards for materials selection, collection development and/or services within the particular service area; providing consultative guidance with respect to collection development and services; identifying training needs and conducting and/or coordinating training to facilitate the provision of direct services within the particular service area; developing, planning, coordinating and evaluating the selection and acquisition of materials on a statewide basis; and developing, planning, coordinating and evaluating statewide programs of library services.

A position of this type works under the general supervision of a higher-level librarian who has overall responsibility for the development of policies, goals, objectives and standards of materials selection and/or services for various age groups within the general population served for a large statewide library system.

Type D: Plans, facilitates, coordinates, monitors and evaluates a departmental library services program. Such responsibility includes developing and recommending policies and procedures and establishing standards of materials and services in accordance with laws, rules, regulations and established guidelines; providing technical support, advice and consultation to field library units and personnel. The program may involve a couple of full service libraries and a number of smaller satellite collections, located in institutional facilities, to be used by residents of the various facilities (e.g. Department of Corrections). A position of this type provides professional leadership in the development and maintenance of a library program, and is responsible for establishing and maintaining personal contacts with representatives of various agencies and organizations in planning, coordinating the library program and facilitating the provision of appropriate materials, services and equipment.

Examples of Duties:

Type A: Plans and supervises the operation of a large public library; supervises and participates in providing the full range of library services and materials to a community, including a more comprehensive, in-depth reference collection and specialized materials in a broad range of subjects; supervises a large library support staff, including several professional librarians who are responsible for providing the full range of services in the major areas of library service; ensures adequate coverage during public service hours; ensures the development and maintenance of a well-balanced collection; may supervise extension services (e.g. bookmobile); may supervise indexing and/or other projects; may maintain a federal/State document depository collection; may provide orientation/training to other library personnel, and/or other support services to smaller libraries, as directed by the manager who has overall responsibility for library operations within the particular library district; may supervise professional staff through subordinate supervisors; may participate in pilot projects (e.g. offering new media/services to patrons); may apply for grants to provide new services; and performs other administrative duties related to the operation of the library.

Type B: Plans, assigns, supervises and reviews the work of librarians engaged in the selection, development and maintenance of a collection of materials within their assigned subject fields, and the provision of extensive, in-depth reference services; selects materials and develops and maintains a collection within an assigned subject field(s); keeps abreast of trends and developments within the assigned subject field(s) as well as the broad subject area(s) by reading and reviewing professional journals and

literature; analyzes and evaluates the informational needs of the system and seeks to create a well-balanced collection of materials in all subject fields within the broad subject area(s) of responsibility; provides substantial selective and extensive reference services (in person, over the telephone and in writing); may conduct workshops relating to references and materials within the assigned subject field(s); makes requests for equipment and supplies; submits periodic operational reports; reviews and evaluates the work of subordinates; may supervise paraprofessional and clerical supportive activities; approves leaves; orients and instructs new employees; serves on various committees; attends various workshops and meetings.

Type C: Recommends and develops policies, goals, objectives and standards for materials selection, collection development and/or services within an assigned service area (e.g. children/young adult services); keeps abreast of trends and developments within the particular service area; plans and coordinates a schedule and procedure for the acquisition of materials with other affected units and/or other participating agencies (e.g. School Library Services); develops, plans, coordinates and evaluates statewide programs of library services designed to stimulate interest in reading and promote library services (which may include developing programs and themes to generate interest, distributing and keeping track of funds, creating publicity materials, coordinating logistics, etc.); provides consultation to field librarians/library technicians with regard to collection development and services; identifies training needs and conducts and/or coordinates training to facilitate the provision of direct services within the particular service area; plans and coordinates the review and selection of materials by assigning materials to be reviewed and critiqued by field librarians, and planning and conducting materials evaluation meetings; coordinates statewide purchase plans; coordinates the preparation of a book order list; reviews and critiques materials; develops new programs and services in the area of library service; maintains and analyzes statistics and other activity reports and prepares justifications/reports relating to the service area assigned; responds to inquiries regarding censorship and/or appropriateness of material for the target group; participates in planning, organizing and coordinating general staff development programs; may serve on various committees; may attend various workshops and meetings.

Type D: Develops, plans and coordinates a departmental program of library services; develops and recommends policies and procedures for the library program, in accordance with laws, rules, regulations and established guidelines; periodically reviews library services to assure they meet minimum standards recommended by recognized library associations; develops policies and procedures for and monitors the selection, acquisition and organization (cataloging and classification) of materials; recommends basic reference materials to be included in major and/or satellite collections; develops plans for the establishment of libraries/library collections within the library program; participates in planning for the expansion of services and improvement

of library facilities; analyzes and identifies needs of the population/patron group served; coordinates and facilitates the purchase and installation of equipment in library facilities within the departmental library program, including drafting specifications and contracts for services; selects and acquires materials for satellite collections; requests a budget to support the needs of the library program and plans for and keeps track of expenditures; facilitates the purchase of materials by coordinating vendor contracts; maintains a union list of materials; develops policies and procedures for and coordinates interlibrary loans; establishes and maintains effective relationships with representatives of various agencies and organizations; gains the cooperation of other agencies in providing support to the departmental library program; provides training to line personnel in basic library collection maintenance and services; prepares, maintains, compiles and submits statistical and other activity reports; may serve on various committees; attends various workshops and meetings.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the next lower levels:

Knowledge of: Principles and practices of supervision or expert knowledge/ demonstrated leadership in a specialized/functional area of library service; interrelationships of the various aspects of library service; broad range of materials and literature.

Ability to: Plan, coordinate and evaluate a broad program of library services; develop cooperative agreements with various library and other community organizations and agencies.

LIBRARIAN VI

8D.082

Duties Summary:

Directs a program of centralized professional services and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for planning, organizing and directing a centralized program of complex professional services on a statewide basis (e.g. cataloging and classifying all materials for all libraries within the Hawaii State Public Library System and all public school libraries).

A position of this type is expected to develop, direct and evaluate the operations of the program in accordance with statewide policies and standards, and develop and

recommend policies and procedures for the program area assigned. The policies and procedures developed and recommended for the program have statewide implications and impact on all library units serviced (e.g. recommends statewide cataloging and classification policy changes affecting access to and arrangement of collections in all public libraries and public school libraries). Such responsibility requires a comprehensive knowledge and consideration of the library system's needs, the impact of changes in policies and procedures on the library units serviced, and coordination of procedures and resolution of problems with all units which may be affected.

General supervision is received from a managerial librarian who has overall administrative responsibility for a statewide program of centralized services.

Examples of Duties:

Recommends the adoption/modification of cataloging rules, classification schedule, and name/subject authorities for a statewide library system; supervises the application of and ensures consistency and conformance with established cataloging and classification policies and procedures; evaluates needs and requirements of the various users of the statewide library system in developing cataloging policies; resolves conflicts in cataloging and classification; plans, supervises and reviews the work of a significant staff of specialized librarians (engaged in cataloging and classifying all materials for the library system) and supportive paraprofessional and clerical personnel; considers the needs of the various organizational units serviced in determining the best method to classify/catalog materials; coordinates work procedures with other units that may be affected by changes in cataloging policies and procedures; determines and/or authorizes changes in classification numbers and subject headings; initiates recataloging, as necessary; provides for the orientation and training of subordinate librarians and library assistants/technicians; evaluates the work of subordinates; assesses the need for new equipment and cataloging products; may participate in various committees; may attend various workshops and meetings; maintains, prepares and submits statistical and other activity reports.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the next lower levels:

Knowledge of: Comprehensive knowledge of the principles and practices of librarianship and principle and practices of supervision.

Ability to: Plan, organize, direct and coordinate a centralized program of complex professional library services on a statewide basis; formulate and recommend policies

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and procedures for the program; resolve problems and ensure consistency in the application and interpretation of policies and procedures; supervise a staff of librarians performing highly complex specialized library work.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes LIBRARIANS II, III, IV, V and VI by the Department of Education Civil Service system.

DATE APPROVED: MAY - 1 2006

EFFECTIVE DATE: JUL - 1 2005



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