

PART I

DEPARTMENT OF EDUCATION

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STATE OF HAWAII

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Class Specification for the:

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LIBRARY ASSISTANT/TECHNICIAN SERIES

Series Definition:

This series includes all classes of positions which perform and/or supervise non-professional library support work. Performance of such work primarily requires a practical knowledge of library functions and services, ability to apply various library tools, and methods and procedures to the service needs of the particular library. This knowledge is typically gained through on-the-job experience or specialized training courses and completion of advanced degree coursework (i.e. master's degree in Library Science), is not required. A wide variety of general and specialized clerical/manual and technical work assignments are carried out in support of library operations and typically include the following types of activities: the physical processing of library material; the physical upkeep of library material; the maintenance of shelves, files and equipment; circulation work such as charging books in and out, registering borrowers, explaining lending rules, collecting fines and fees; processing reserve and inter-library loan requests for library patrons; acquisitions work such as processing and monitoring orders for library materials; cataloging work such as substantive editing of catalog records or original cataloging; reference work which involves assisting patrons in locating material and information through the use of various reference tools and other available resources; maintaining a collection of materials and providing services and programs to promote library use; and supervising the operation of a library.

At the Library Assistants II and III levels, assignments frequently involve considerable clerical work and may involve some manual labor. At the higher levels (IV through VIII), assignments may be specialized, technical or paraprofessional in nature, and/or may involve supervisory or administrative responsibilities.

Modern technology has enabled libraries to automate many of their functions (e.g. circulation, cataloging, acquisition) through the use of computer systems and databases. However, the degree to which libraries have automated their operations may vary. Ideally, all components are linked together to form one integrated system. Because of the trend toward automation, many library assistants and technicians are using computer equipment to perform duties that were previously performed manually.

In some libraries, On-line Public Access Catalog (OPAC) systems have replaced the traditional card catalog; cataloging and holdings information is entered into the database and the materials are linked to the catalog records by barcode numbers. The OPAC

allows patrons to search for materials by author, title or subject using a computer keyboard. Information is displayed on a computer terminal screen and patrons are able to see the location and availability of the material.

Some libraries may have on-line cataloging capability which allows the operator to enter cataloging data onto a work-form displayed on monitor screen. Libraries may have access to cataloging information through various publications, database utilities (e.g. OCLC, CD-ROM, magnetic tape) and other sources such as microfiche and Library of Congress galley proof slips. Cataloging information may be borrowed from these sources and adapted to suit the needs of the library. Some systems allow the cataloging information from these utilities/sources to be downloaded into the on-line cataloging system.

In some libraries, materials may be ordered electronically by entering unique book codes (e.g. ISBN) on a keypad and transmitting the information to the vendor through a modem. Other acquisition systems may initiate a record on-line to which cataloging and other information will be added as the material is received and processed through the system.

Automated circulation systems might be likened to automated supermarket cashiering, where a light electronically reads a barcode to charge goods. In a library, a light pen may be used to wand the barcode on the patron's library card and then the barcode on each item to be borrowed. The system may also automatically generate overdue notices and various reports.

The levels in these series are distinguished by differences in 1) the nature and variety of work, 2) the nature of guidelines available and the judgment required in applying them, 3) the nature of supervision received, 4) the complexity of the work performed, 5) the nature and purpose of personal contacts required, 6) supervisory and/or administrative responsibilities, and 7) the knowledge and abilities required.

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

LIBRARY ASSISTANT II

8D.040

Duties Summary:

Performs a number of simple and repetitive clerical or manual library routines in accordance with established procedures and performs other related duties as assigned.

Distinguishing Characteristics:

This class represents the entry level in the series and reflects the performance of simple and repetitive clerical or manual library routines. Assignments at this level provide training and experience with library routines and operations and some exposure with the library's organization and services. Incumbents acquire knowledge on the job related to the functions to which they are assigned, such as familiarity with shelf-listing arrangements, alphabetical and numerical filing according to a decimal system, call numbers, physical location of various collections, library terminology, etc.

Duties performed at this level may be continuing assignments or may provide training for higher-level work. Library Assistant IIs apply governing provisions strictly in accordance with instructions so that there is little or no ingenuity or judgment required or permitted. Guidelines used are subject to specific supervisory explanation and interpretation. Routine assignments may be performed on a continuing basis following initial training and orientation. Incumbents have little responsibility beyond the ability to follow instructions and the accuracy of their own work.

Work is performed under the close supervision of a librarian or higher-level library assistant/technician or in accordance with detailed instructions or guidelines.

Examples of Duties:

Shelves books, magazines and other materials by call numbers, in accordance with the library's classification scheme; files pamphlet material in vertical files and special material (such as phonographic records) in designated locations; reads shelves for misplaced books and corrects shelving; shifts materials on shelves as necessary; removes volumes which appear to be in poor physical condition for a higher-level employee to consider for withdrawal or rebinding; packs and otherwise prepares materials (e.g. films, books) for mailing; inspects and cleans all returned films; assists at the circulation desk by performing limited functions as assigned, such as charging and discharging books, registering borrowers, collecting fines; retrieves periodicals and/or other materials requested by patrons; checks in easily identifiable magazines by posting receipt of issues to the proper record; property stamps materials; types and affixes spine

labels on books; affixes colored tape and/or other labeling to books; inserts theft detection tape; puts plastic jackets on books; mends torn pages; reinforces spines; pastes pockets in books; and may perform routine linking of library materials to records in the database.

Knowledge and Abilities Required:

Knowledge of: Arithmetic, spelling, alphabetizing.

Ability to: Follow simple oral and written instructions; learn and perform simple and repetitive clerical and manual work tasks (e.g. shelve and/or retrieve materials according to call number; convey simple information orally and in writing; perform a variety of manual work in the physical preparation of books and other materials); become familiar with the library's classification scheme, location of materials and procedures; learn to operate office and library equipment; count and/or tally various items.

LIBRARY ASSISTANT III

8D.041

Duties Summary:

Performs moderately complex clerical and related library support work and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the performance of moderately complex clerical and related work in support of a library operation. Positions are responsible for independently performing a variety of clerical and other related duties in carrying out, on a regular or rotational basis, standard library routines characterized by some degree of variableness and possible regular and recurring contact with the public. Assigned duties and responsibilities are performed in accordance with established procedures and guidelines, under the general supervision of a higher-level library assistant/technician or librarian. Work proceeds routinely on tasks following standard practices and instructions but questionable matters are referred to the supervisor or other higher-level employee. Positions at this level may have personal contacts with other library employees, agency personnel, the general public or others using the library and may oversee the work of students, volunteers and others performing simple and repetitive clerical/manual tasks.

Examples of Duties:

Typical examples of duties of Library Assistant III positions include:

1. Independently performs all major transactions at the circulation desk, as scheduled, including charging and discharging books; collecting fines and fees; inspecting materials for damage on return; registering patrons and issuing library cards; processing lost/paid, claims returned, mail returned and other transactions; counting cash, comparing with register tape and reporting discrepancies; explaining library circulation policies to patrons; answering directional and basic informational questions. When not scheduled at the circulation desk, a position of this type is usually responsible for carrying out a variety of other library support tasks such as: linking library materials to records in the database and adding holdings and other information as required; delinking library materials from records in the database and processing withdrawn books, as instructed; replacing spine labels and pockets as instructed; placing and/or canceling holds for specific materials in the database; performing straightforward searches for specific items in the database; pulling books off the shelves and sending them to requesting libraries; may use standard reference tools to look up specific information (e.g. author, title, publisher, price); and may type statistical and other reports and forms. A position of this type may work alone at the circulation desk.
2. Maintains check-in records of a sizable collection of periodicals/serial publications. Posts receipt of issues to appropriate records; routes copies or directs routing operations in accordance with standardized distribution lists; displays current periodical issues and maintains back issues; notes missing issues/volumes by examination of check-in records and sends claims to publishers/vendors in accordance with standard library procedures; maintains an awareness of changes in title, frequency, issuing organization, through notifications from publishers, supervisor or information contained within the issue. Serials which are difficult to identify (e.g. because of changes in numbering sequence, unusual titling patterns, etc.) are referred to higher-level personnel or to the supervisor. Identification of foreign publications may require the use of dictionaries/other standard tools to translate/transliterate characters and words.
3. Binds pamphlets and periodicals (e.g. velobinding, pambinding, plug binding) in accordance with established procedures and guidelines; performs standard bookmending involving rebacking, resewing and recasing books. Positions at this level are responsible for the application of a variety of

binding and/or bookmending procedures pertinent to the piece in hand (books, pamphlets, periodicals, music, etc.) and the use of standard techniques and materials.

4. Performs a variety of moderately complex library support work under the general direction of a librarian or higher-level assistant/technician. Routine assignments are carried out in accordance with established guidelines and practices. Discrepancies or unusual matters are referred to the librarian or higher-level library assistant/technician. Typical duties and responsibilities include charging and discharging books; receiving and physically preparing materials for library use; may post receipt of periodicals to check-in cards; may send claim forms to publishers for issues not received; filing and withdrawing catalog and shelflist cards; accessioning (assigning consecutive numbers to copies) books and posting information to shelflist cards; may obtain catalog information, as necessary from cataloging-in-publication information (usually found on the verso of the title page) or standard sources (e.g. Books In Print); may type catalog cards, shelflist cards, memos, forms; maintains shelves; may prepare overdue notices; may perform simple typing (e.g. forms, form letters, short memos, lists); may collect money for lost/damaged books; may receive and prepare textbooks for school use; may keep inventory of textbooks; and may perform and/or supervise others in inventorying library materials.

Knowledge and Abilities Required:

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

Knowledge of: Filing and other general office work.

Ability to: Read and understand detailed, but uninvolved instructions, procedures, and similar written materials; carry out library support work in accordance with established guidelines and procedures; convey routine information orally and in writing; operate common office appliances; learn to operate other equipment such as computer terminals and audio visual equipment; deal with others in a tactful and polite manner; learn various library procedures and terminology; gain an understanding of the library's services and practices; learn and understand the library's classification scheme and location of materials.

LIBRARY ASSISTANT IV

8D.042

Duties Summary:

Independently performs complex library support work; supervises and participates in performing moderately complex library support work; provides all non-professional support for a school library; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for independently performing complex library work in support of a library operation and/or supervising and participating in performing moderately complex library support work.

A position in this class is expected to independently perform the full range of functions related to the particular assignment area; the work performed requires knowledge and application of standard library practices, policies and procedures (e.g. the library's classification scheme, circulation policies and procedures), some knowledge of cataloging practices and established rules for form and content of bibliographic entries (e.g. International Standard Bibliographic Description), some knowledge of standard reference sources (e.g. Books In Print, Library of Congress Subject Headings, Reader's Guide to Periodical Literature) and how to use them, and/or a good working knowledge of rules and procedures such as detailed filing rules (e.g. ALA Rules for Filing Catalog Cards, Library of Congress publications governing filing rules, internal library instructions for filing, etc.).

Examples of Duties:

Typical examples of duties of Library Assistant IV positions include:

1. Independently provides all nonprofessional support services for a library (e.g. school library), including circulation activities, preparing books and other materials for use in the library, maintaining the card catalog and other related files, maintaining stacks, inventorying library materials and other support activities. Positions of this type work under the general supervision of a professional librarian and may supervise students and/or others in carrying out routine library tasks. Typical duties and responsibilities include: charging and discharging books; monitoring overdue materials and sending overdue notices; maintaining a list of students with outstanding obligations; assisting librarians in ordering materials; receiving and physically preparing materials

for library use; maintaining the card catalog (i.e. filing and withdrawing cards as appropriate); maintaining the shelvest file (i.e. posting information, filing, and withdrawing shelvest cards as appropriate); may perform limited cataloging (i.e. obtain cataloging information from standard sources and/or cataloging-in-publication and prepare catalog cards; may assign classification number using classification schedule for gift and other materials where subjects are easily discernible and fineness in classification is not critical); may supervise students and/or others in carrying out routine library tasks (e.g. circulation, stack maintenance, physical preparation/upkeep of materials, inventorying materials, etc.); may keep track of library's expenditures; may prepare purchase orders and requisitions; may type memos, correspondence and reports; may assist students in locating materials in the library or using the card catalog; may clip newspaper and magazine articles relating to certain topics (designated by a librarian or other personnel) and place them under the appropriate category in a subject file.

2. Supervises and participates in circulation desk activities. A position of this type works under the general supervision of a librarian and is responsible for overseeing the circulation desk operations in a library, which typically includes the charging and discharging of books; collecting fines and fees; sorting and shelving books; sorting and packing books to be returned to owning or requesting libraries; checking in, display, maintenance and claiming of periodicals, etc. The position is expected to handle problems and complaints that arise at the circulation desk, explaining library policies and rules to patrons and referring problems that cannot be resolved to the librarian. Supervisory responsibilities include scheduling, assigning and supervising the work of lower-level library assistants; participating in the interview and selection process; and training and evaluating subordinates. In addition, a position of this type may provide clerical administrative support (e.g. preparing payroll documents for night differentials; compiling statistics and typing monthly statistics reports; ordering office supplies; counting, reconciling and depositing cash receipts; may provide basic directional and/or informational assistance to patrons; may supervise the work of students, volunteers and/or others in carrying out routine library tasks; may supervise the preparation and sending of overdue notices; in an academic library, may coordinate and/or supervise the organization and processing of faculty reserve materials and/or supervise and/or make arrangements for the lending/borrowing of films for instructors).
3. Responsible for independently performing the full range of functions related to the orderly and timely receipt of periodicals as a major work assignment.

A position of this type is responsible for identifying a variety of magazines, journals and similar materials; posting receipt of issues, noting changes in title, publisher, frequency, etc.; making changes to appropriate records; making claims for missing issues to publishers and/or vendors; noting extension/credit to account upon response from publishers/vendors; processing invoices for payment; processing initial subscription orders and subscription renewals; setting up and maintaining necessary records (check-in cards, payment records, publishers' addresses, holdings, cross references); may prepare serials holdings list. A position of this type may also be responsible for organizing periodical issues and sending completed volumes to a commercial bindery in accordance with established guidelines and procedures.

4. Processes orders for a variety of library materials. Librarians provide basic bibliographic information for materials to be ordered. Checks card catalog, shelflist files and on-order file to avoid duplicate purchases. Where information is incomplete, positions use a variety of standard sources to obtain complete order information (author, title, edition, publisher, price, etc.); prepares purchase orders and sends orders to vendors based on standard guidelines or contract specifications; may call or write to publishers/vendors for information regarding bibliographic information, availability and price; totals orders; may compute vendor's discount; may convert foreign values into U.S. dollars; may keep running balance of library material allotments; maintains on-order and related files; verifies orders with materials received; processes invoices for payment; returns damaged or incorrect items received; and clears up discrepancies with vendors (e.g. short orders, payment not received).
5. Responsible for processing interlibrary loan requests in accordance with established policies, practices and procedures. When patrons need books and/or materials which are not available in the library, they may request that the materials be borrowed from another library. Likewise, other libraries may send requests to borrow materials that are not available in their own collections, and materials are sent in accordance with established policies, practices and procedures. Requests may be for a complete volume(s) or photocopies of magazine/journal articles. Typical duties and responsibilities include: processes requests for interlibrary loan of materials from other libraries; ensures the completeness of bibliographic citations for requested materials; may verify bibliographic citations for requested materials using standard sources; informs patron of processing fees and may suggest a more feasible way of obtaining materials (e.g. borrow complete volume,

instead of photocopies of pages); completes interlibrary loan form; based on previous experience, sends interlibrary loan request to the library which can provide the material in the most expedient/feasible manner; notifies patrons when the material is available, imposes a due date and monitors its return; returns material to the lending library; processes requests for interlibrary loan of material to other libraries; sends requested material to other libraries in accordance with established policies, practices and procedures; monitors due date; keeps records of interlibrary loans; maintains awareness of copyright laws and interlibrary loan procedures; and maintains appropriate records.

6. Responsible for sending material to a commercial bindery, in accordance with established/standard practices and procedures. Materials may include worn books and/or periodicals. In accordance with established guidelines, practices and/or procedures, a position of this type determines whether the material is suitable for binding (e.g. pages too brittle) and the type of binding process that would be most appropriate (e.g. dependent on the existing binding, sufficient margin space, whether the material is hardcover/ paperback, whether material has plastic cover, etc.); may consult with the bindery on questionable items; prepares materials to be sent to the bindery (e.g. remove book jackets, pockets); organize periodical issues in correct sequence with corresponding indexes/supplements; prepares bindery order slips with instructions (e.g. type of binding, color of cover, spine markings, do not trim margins); maintains appropriate records and keeps statistics; may keep track of bindery expenditures; receives bound material returned from the bindery and checks to see that work is complete and correct; notifies the bindery of any discrepancies and sends material back for correction.
7. Performs basic copy cataloging by locating a catalog record for the material to be cataloged and editing the record to match the piece in hand, in accordance with established guidelines and procedures. Copy cataloging may be performed by using a computer terminal to search for and edit machine readable catalog records. At this level, assignments are limited to certain types of material and/or catalog records which are generally acceptable (e.g. Library of Congress catalog records) and require minor editing and/or straightforward adjustments (e.g. author, title, publisher, paging, dates, size, illustrations, indexes, bibliography and other easily identifiable items of physical description), and the application of a limited number of cataloging rules and guidelines. In addition, the position may edit records for variant editions and may be responsible for recognizing and indicating subtitles/parallel titles, main entries and obvious added entries (e.g.

joint author), in accordance with standard practices and established guidelines; verifying name, subject and/or series authority records; may complete the call number by adding author and/or title cutters; may perform brief cataloging, in accordance with established guidelines, practices and procedures. Materials for which no record can be found or records which are substantially incomplete, or require extensive editing are referred to the supervisor or other higher-level employee.

Knowledge and Abilities Required:

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

Knowledge of: Standard library practices, policies, and procedures (e.g. Dewey decimal/Library of Congress classification scheme; circulation policies and procedures); some knowledge of cataloging practices and established rules for form and content of bibliographic entries; some knowledge of basic reference sources/bibliographic tools and how to use them; a good working knowledge of rules and procedures such as detailed filing rules (e.g. ALA Rules for Filing Catalog Cards, Library of Congress publications governing filing rules); and library terminology.

Ability to: Apply library knowledge to work assignments; locate and verify bibliographic information using standard library tools; use computer terminals and other equipment in carrying out library work tasks; explain library practices, policies and procedures to others; resolve problems and complaints in accordance with standard library policies and practices; write simple correspondence requesting information; prepare simple narrative and numerical reports; for some positions, ability to train, supervise and evaluate the work of others.

LIBRARY TECHNICIAN V

8D.043

Duties Summary:

Performs highly complex library support work; supervises and participates in performing complex library support work; and/or performs substantive technical/paraprofessional library support work which requires knowledge and understanding of techniques used in one or more of the basic elements of library sciences; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for performing highly complex library support work which may be characterized by one or more of the following: 1) work requires the application of numerous procedures and involves alternative courses of action; and 2) work requires frequent decision-making as work procedures/policies are not completely standardized or prescribed; supervising and participating in the performance of complex library support work (comparable to the Library Assistant IV level) and/or performing substantive technical/paraprofessional library work which requires knowledge and understanding of elements related to the organization of library materials, including elements of bibliographic description, various library tools and reference sources, library classification scheme(s) and the nature of various types of publications and materials. A position of this type works under the general supervision of a higher-level library technician, Supervising Library Technician or Librarian and may concurrently supervise library assistants. Work is performed in accordance with general guidelines and policies, and problems are referred to the supervisor or other higher-level employee.

Examples of Duties:

Typical examples of Library Technician V positions include:

1. Supervises and participates in the performance of the ordering and receipt of library materials, basic copy cataloging or other complex library support work comparable to that described at the next lower level. Work includes supervision of one or more subordinates which perform work comparable to the Library Assistant IV level; planning, assigning, training and evaluating the work of subordinates; writing work procedures and guidelines based on established policies and practices; reviewing the work of subordinates, handling the more difficult assignments and resolving problems.
2. Performs highly complex library support work in a large acquisitions department where a wide variety of materials are ordered (e.g. book and non-book materials, monographs and serials, works-in-parts, etc.), and a variety of acquisition processes are employed (e.g. approval plans, blanket orders, etc.) which requires the application of numerous procedures and knowledge of the nature of and ability to identify various types of materials in order to effectively search, verify and process orders. Searches for and verifies bibliographic information in a variety of sources for material to be ordered to 1) avoid duplication of material in the library and 2) obtain complete and correct ordering information (author, title, publisher, date, edition, price, etc.). Such work requires the incumbent to become familiar

with the acquisition processes employed in the library and requires the incumbent to take note of and inform the selectors of any pertinent findings as a result of the search/verification process. Checks card catalog/OPAC to see whether material is already owned by the library; checks on-order/in-process files to see whether the material has been ordered; checks other sources to see whether material may come in through some other acquisition process; makes note of other editions/translations that may be owned; makes note of whether material is part of a series or work-in-parts; uses other bibliographic tools (e.g. National Union Catalog, database utilities, such as OCLC) to obtain correct order information (e.g. author, title, publisher, date, edition, price, etc.); confers with selectors on questionable matters or vague information; may write to publishers/vendors requesting information such as bibliographic citation, availability, price, etc.; assigns the vendor/publisher in accordance with established guidelines; completes the required order information, including publisher/vendor, address and cost (may convert foreign values into U.S. dollars); and may send orders for certain materials unverified (e.g. publications by small associations, organizations and university departments), based on consultation with the supervisor and/or previous experience with similar items.

3. Performs copy cataloging of a variety of material (e.g. book and non-book material, monographs and serials) which have varying catalog data requirements. Positions at this level must apply a broad range of cataloging rules, internal guidelines and procedures. Catalog records usually require a substantial amount of editing, therefore, a significant portion of the elements of physical description must be transcribed from the material itself and some judgment may be required in recognizing the need for additional added entries to serve as better access points to the material. The work involves locating a catalog record for the material to be catalogued and editing the record to match the piece in hand (e.g. adjusting the subject heading in accordance with current practices and rules of subject heading form; cataloging material separately or as a set in accordance with Library of Congress or standard practices or selecting appropriate member records; etc.). The work frequently requires the exercise of judgment in making complex changes because records are incomplete, unclear and/or present other problems. May also perform adaptive cataloging which involves locating a catalog record for similar material (e.g. similar subject area) and adjusting the record to match the piece in hand. In accordance with established cataloging rules, practices, guidelines and procedures, accept and/or establish name/subject authority, may establish series authority records in accordance with Library of Congress or other established practices

and procedures, may complete the call number for materials which require secondary cutters (e.g. country cutters which require referral to a classification schedule). In addition, positions may perform original physical descriptive cataloging which involves providing a complete physical description of the piece in hand; may assign subject headings and call numbers based on similarity with other materials or where subjects are readily discernible and assignment of broad classification numbers in accordance with a classification schedule is sufficient. Subject headings and call numbers may be subject to review by a professional librarian. Questionable matters are referred to the supervisor or other higher-level employee.

4. Provides general reference and/or readers' advisory services. Such work involves providing assistance to patrons in locating materials and/or information which requires the exercise of some judgment (e.g. searching for information in a related subject area, determining which source[s] best provides the information being requested, determining the appropriateness of the material, [e.g. timeliness, age group/reading level], in meeting the patrons' needs), knowledge of and ability to utilize a variety of resources (in addition to standard sources, may include specialized directories, indexes, etc.), and familiarity with the collection in order to assist patrons in locating appropriate material. Positions at this level are expected to provide assistance which exceeds basic informational and directional assistance such as assisting patrons in the general use of the card catalog/OPAC, looking up the spelling of words in a dictionary, directing patrons to shelves, locating addresses/telephone numbers in directories, etc. However, work is limited by the skill/experience of the incumbent (e.g. trainee), nature of inquiries handled, and/or the limited scope and depth of the collection. Assistance to patrons involves ascertaining the patrons' information needs and using a variety of sources in the library. Materials and information can usually be located through ready reference and/or short search. More complex reference inquiries which require more extensive searches or specialized knowledge of the subject area and/or collection are referred to a higher-level library technician or professional librarian. In addition, a position may recommend the addition of materials to the collection based on noticed patron interests and gaps in the collection; and, as directed, may compile booklists on certain topics where some judgment is required in determining which materials are most suitable for a particular client/target group.

Knowledge and Abilities Required:

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

Knowledge of: A good working knowledge of generally accepted practices, policies and procedures applicable to clerical/technical library support work; elements related to the organization of library materials, including elements of bibliographic description, catalog card elements and general format, standard library tools and reference sources (e.g. Library of Congress Subject Headings, Books in Print, Reader's Guide to Periodical Literature), classification scheme(s) (e.g. Dewey Decimal, Library of Congress); and the nature of various types of publications and materials.

Ability to: Apply numerous policies and procedures to the area of assignment; learn and apply various methods and techniques to paraprofessional work; exercise initiative and judgment in performing highly complex library support work and in using a variety of reference sources and library tools; deal tactfully and effectively with others; write routine correspondence, summaries and reports; and for some positions, ability to train, supervise and evaluate the work of others.

LIBRARY TECHNICIAN VI

8D.044

Duties Summary:

Supervises and participates in performing library support work comparable to the next lower level (Library Technician V); independently provides reference and reader's advisory services which regularly requests for technical and/or obscure information; performs original cataloging under the close supervision of a librarian/higher-level library technician; performs collection maintenance and provides specialized services under the close supervision of a librarian/higher-level library technician; and performs other related duties as assigned.

Distinguishing Characteristic:

This class reflects a working supervisor over Library Technician V level work or the performance of intermediate level paraprofessional library work. Positions in this class receive supervision from a librarian or higher-level library technician and may supervise the work of lower-level workers. Work is performed in accordance with general guidelines and policies, and problems are referred to the supervisor or other higher-level employee.

Examples of Duties:

Typical examples of duties performed by Library Technician VI positions include:

1. Independently provides reference and reader's advisory services which regularly involve requests for very technical and/or obscure information in a library whose collection includes specialized, in-depth materials. Such work involves the effective and efficient use of a variety of resources (including specialized reference materials), experienced knowledge of search methods and substantial familiarity with the collection. The nature of reference questions handled by a technician at this level includes: 1) those for which sources are not always obvious and require some analysis in determining the best approach to locate the information being requested and/or 2) an understanding of the specialized subject area(s) and inter-relatedness of topics covered by the collection in order to assist patrons in locating information. Frequently, requested information cannot be readily found through ready reference or short search (i.e. through one or two services) but usually requires searching through several different sources in order to locate the desired information.
2. Performs original cataloging under the close supervision of a librarian/higher-level library technician. Cataloging requirements involve the application of numerous cataloging rules and in-house library policies and require close attention to details, such as authority requirements and consistency of catalog records. Provides complete physical description and assigns tentative subject headings and call numbers based on examination of the piece in hand. Assignments may involve a variety of materials with various cataloging requirements. A librarian/higher-level library technician is available for guidance on difficult problems and the work is reviewed for technical adequacy, correct application of catalog rules and application of library policies and adherence to authority and other requirements.
3. Assists a librarian/higher-level technician in the maintenance of a collection of materials and the provision of library programs and services. Under the supervision of a librarian/higher-level library technician, recommends the addition/replacement/discard of materials in the collection based on patron interests, upcoming trends and gaps in the collection; participates in the review and critique of materials; recommends and participates in planning programs and services to promote library use; gains an understanding of the philosophy of collection maintenance and library services.

Knowledge and Abilities Required:

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

Knowledge of: A good working knowledge of generally accepted rules, methods, practices, and techniques used in one or more of the major areas of library science (e.g. cataloging practices, including elements of rules of physical description, reference methods and various sources, and various library tools).

Ability to: Perform intermediate-level paraprofessional library work.

LIBRARY TECHNICIAN VII

8D.045

Duties Summary:

Performs original cataloging of a variety of materials; responsible for maintaining a collection; supervises and participates in performing paraprofessional library work comparable to the Library Technician VI level; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the performance of the highest-level paraprofessional library work (e.g. collection maintenance, original cataloging) or the supervision and participation in paraprofessional library work comparable to the Library Technician VI level. Positions in this class receive general supervision from a Library Technician VIII or professional librarian and are responsible for carrying out their duties and responsibilities in accordance with established policies and guidelines.

Examples of Duties:

Typical examples of duties performed by Library Technician VII positions include:

1. Responsibility for maintaining a significant collection of materials (e.g. young adult). Orders materials to be added to the collection including new titles and replacements; weeds worn, outdated and little used materials from the collection; displays materials in an appealing manner to the client group; plans and arranges programs to serve the interests of the client group and promotes library use and reading; participates in the critical review of books and other materials; may participate in book talks, storytelling and other

programs; keeps abreast of materials and trends in the assigned area; may be responsible for keeping track of an allotted budget; and prepares statistical and other reports. A position in this class works independently; however, work is subject to general administrative review by the librarian who has overall responsibility for the collection and services in the library. In addition, a position in this class may seek and/or receive consultative services from professional librarian specialists in the field.

2. Provides bookmobile services to various communities; selects a variety of materials for display in the bookmobile; promotes recreational reading and library use through the presentation of various programs; circulates materials; registers patrons; processes reserves for patrons; may supervise a bookmobile driver; makes recommendations regarding bookmobile schedule, (i.e. discontinue certain stops, shorter/longer stops, change time, stop at new locations) based on observed patron/community interests and activity; prepares statistical and other reports; also performs other library support work in the parent library or other libraries as assigned. A position of this type works under the general supervision of a librarian who has overall responsibility for the collection and services of a library facility, including bookmobile services.
3. Provides library services to a community under the general supervision of a professional librarian who has overall responsibility for the operation of several libraries within a geographic area. As such, the librarian reviews and coordinates the collections and services of the assigned libraries; keeps track of budgets; coordinates the ordering of library materials and supplies; provides back-up reference service; etc. A Library Technician VII of this type is responsible for the day-to-day operation of the library including the maintenance of the collection, circulation of materials, and reference and public service. Duties and responsibilities include recommending the addition of new titles, replacements and gift materials to the collection; weeding worn, outdated, and little used materials from the collection; planning and arranging programs for various age groups to promote library use and reading within the community; ensuring the safety and security of the facility and preparing various statistical and narrative reports pertaining to the activities and operations of the library.
4. Performs original cataloging of a variety of materials. The work involves the application of numerous cataloging rules and in-house library policies and requires close attention to details, such as authority requirements and consistency of cataloging records. Responsible for complete physical

description, assignment of subject headings and call number. Examination of the table of contents, index and content of the material is required in order to determine appropriate subject headings and call number. Assignments may involve a variety of materials with various cataloging requirements. Positions are responsible for complete and accurate physical description. Subject headings and call numbers are subject to review by a professional librarian.

5. Supervises and participates in performing paraprofessional library work comparable to the Library Technician VI level; assigns, reviews and evaluates the work of subordinates; prepares procedures and guidelines based on established policies and practices; advises subordinates on difficult and problem areas; personally handle the most complex assignments; monitors workload; and recommends changes in procedures.

Knowledge and Abilities Required:

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

Knowledge of: Experienced and thorough knowledge of one or more of the major areas of library science (e.g. cataloging, collection maintenance), and associated methods and techniques; and comprehensive knowledge of library rules, practices and procedures.

Ability to: Apply a broad range of library policies, rules and procedures to the work assignments; utilize a variety of library tools; and deal effectively with the public.

LIBRARY TECHNICIAN VIII

8D.046

Duties Summary:

Responsible for the operation of a library and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class is responsible for overseeing the day-to-day operation of a library, including responsibility for collection maintenance and the provision of appropriate services to library clientele. A position in this class usually supervises a small staff of library assistants/technicians who perform circulation and other library support tasks. Professional library and some auxiliary services (e.g. materials selection, purchasing, cataloging) are usually provided by a central organizational unit.

Examples of Duties:

Typical duties and responsibilities generally include maintaining the library's collection to meet the needs of library patrons (i.e. ordering materials to be added to the collection or to replace worn materials; weeding the collection of materials which do not circulate, are outdated/contain inaccurate information, and/or are in poor condition); maintaining budget and expenditure records; train, schedule, supervise and evaluate the work of subordinates; plan and conduct library services and programs to promote library use within the community served; providing reference and reader's advisory services; ensuring the safety and security of the facility; preparing narrative and statistical reports pertaining to the activities and operations of the library; and may supervise auxiliary staff (e.g. janitors, audio visual technicians).

Knowledge and Abilities Required:

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

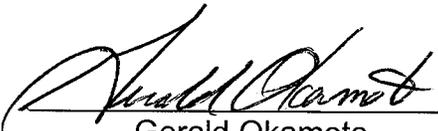
Knowledge of: Library operations and services; collection maintenance; reference methods and sources; library policies and procedures.

Ability to: Supervise the operation of a library; plan and provide programs and services to the community/client group served; and train, assign, review and evaluate the work of others.

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 LIBRARY ASSISTANTS II, III & IV and LIBRARY TECHNICIANS V, VI, VII & VIII by the Department of Education Civil Service system.

DATE APPROVED: MAY - 1 2006

EFFECTIVE DATE: JUL - 1 2005


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Office of Human Resources