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## LIBRARIAN 1

**Nature of Work:** Under general supervision, incumbent performs full-performance level professional library work cataloging materials, providing information and research services, establishing and updating catalogs and reference tools and assisting in the development of library collections. Duties will vary depending on the service areas to which assigned and the size of the library in which the incumbent is employed. Directs and/or oversees the work of technical and clerical assistants. This class is also used as the entry level for professional Librarians. Performs related work as required.

**Distinguishing Characteristics:** The Librarian 1 classification is distinguished from the Librarian 2 by the absence of such duties as interviewing applicants and recommending new hires. The Librarian 1 may recommend new acquisitions or changes in operating procedures but has no authority to implement changes or make final decisions.

### Examples of Work

- Assists patrons in locating and instructs them in the use of library resources and facilities such as the card catalog, indices, abstracts, periodicals, reference and bibliographic sources. Answers research questions both in person and on the telephone.
- May assign and review the work of technical and clerical assistants.
- Recommends the purchase of books, serials and equipment after reviewing professional literature to determine which best meets the needs of the library.
- Maintains a specific collection within a library or a library department including ordering and processing of new materials and shelf maintenance.
- Cataloging duties - classifies all new books and materials to their appropriate subject area, assigns accessional and call-numbers, routes materials to technical and cataloging employees for further processing, then reviews the typing and filing of catalog cards and the labeling of books.
- Circulation duties - collects and retains patrons and circulation statistics for use in the evaluation of library resources and facility needs; supervises the maintenance of book stacks.
- Orders books, periodicals, pamphlets and media materials using standard bibliographic sources and based on the recommendations of teachers and administrators. Book Orders must be approved by a higher level librarian or the

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**LIBRARIAN 1 (CONT'D)**

**Examples of Work (Cont'd)**

director, however, periodicals are ordered at the librarian's discretion.

**Knowledge, Skills and Abilities**

Knowledge of basic library procedures, policies and operations.

Knowledge of basic reference tools and sources and also those unique to the particular subject area in which employed.

Knowledge of the operation of standard library equipment.

Knowledge of standard library methods and principles in bibliography, cataloging, classification, circulation and reference services.

Ability to work and communicate effectively with others.

Ability to work with the public.

Ability to direct the work of others.

**Minimum Qualifications**

**Training:** Master's degree in library science from an American Library Association (ALA), accredited four-year college or university.

Established: 10/21/93

Effective: 11/15/93