

POSITION DESCRIPTION

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| Job Title: Assistant Librarian | Date: November, 2007 |
| Department: Collections | FLSA Status: Exempt |
| Grade/Salary Range: | Emp Grp: |
| Supervisor: Librarian | Approved By: |

Reporting Relationships:

The Assistant Librarian reports to the Librarian.

General Responsibilities:

Provide reference service during library hours of operation.

Specific Duties and Responsibilities:

- Provide reference services, as needed, to researchers in the library, over the telephone, and through both mail and email.
- Provide a courteous and accessible reference presence in the reading room.
- Provide library orientation to new researchers
- Responsible for seeing that the reading room rules are explained, understood and followed by library patrons.
- Instruct and set example for library patrons in proper handling of manuscripts and books.
- Maintain orderliness of reading room by refilling and re-shelving materials in a timely fashion.
- Catalog library collections; to accepted national and professional standards (MARC), into the OCLC database and the library's local system.
- In consultation with Librarian, develop, plan and implement an on going process to catalog published materials in the collection.
- Organize and arrange un-cataloged published works prior to cataloging, so library staff may easily locate items.
- Maintain the order and arrangement of library collections.
- Other duties as assigned

Qualifications:

Work Schedule:

Special Requirements:

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.