

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LIBRARY SERVICES SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>	<u>EFFECTIVE</u>
LIBRARY AIDE I	23421	6-1-15
LIBRARY AIDE II	23422	2-22-94
LIBRARY AIDE III	23423	2-22-94
LIBRARY TECHNICAL ASSISTANT	23450	6-1-15
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A. SERIES DISCUSSION:

The purpose of the Library Services Series is to provide for the selection, acquisition, organization and dissemination of knowledge and information. This series includes classes involving nonprofessional or technical and professional duties concerned with the collection, organization, preservation and retrieval of recorded knowledge in printed, written, audio-visual, film, wax, near-print methods, tapes, microfilm or other media inherent to library services. The nonprofessional or technical classes primarily require a practical knowledge of library functions and services; ability to apply standard library tools, methods and procedures to the service needs of the particular library. The professional classes primarily require a full professional knowledge of the theories, objectives, principles and techniques of librarianship; understanding of the media through which knowledge is recorded or transmitted; understanding of the clientele, with ability to analyze their requirements, anticipate future needs and provide interpretation and guidance in the use of pertinent information materials. Positions performing professional library duties of an administrative nature in directing the library operations or library development group, and assisting in the overall planning for a State Library are not allocated to this series.

B. SERIES ALLOCATION FACTORS:

Although the "Distinguishing Features of Work" and the "Examples of Work" sections of the Library Services Series specifications are necessary to the proper allocation of such positions, each section has its own distinct purpose.

The "Distinguishing Features of Work" section of the specification contains those considered to be necessary in determining the level of the Library Services Series to which the positions should be classified.

The "Examples of Work" section of the specification is intended to serve as a complement to the "Distinguishing Features of Work" in that the examples are only representative of various types of work that may be performed by positions allocated to this series. A position description containing duties not listed in the "Examples of Work" section of these specifications may still be classified to the Library Services Series as long as the duties performed are similar, related, logical assignments of the particular position. Conversely, the inclusion of one or more of the examples of work in a position description does not necessarily result in allocation to this series.

In determining whether positions are classifiable to the nonprofessional or professional classes, consideration should be given to the duties and responsibilities of the position, including the supervision received and knowledge and abilities required to perform the duties. For example:

- 1) Nonprofessional classes of the Library Services Series typically require proficiency in one or more functional areas, or in certain phases of library service; work generally follows established methods and procedures which have been developed by librarians; typically, incumbents learn library techniques and operations on the job, or in specific courses related to the work being done.
- 2) Professional classes of the Library Services Series require the application of knowledge and understanding of each duty and its function in relation to the overall purpose of the library; possession of knowledge of library principles, theories, techniques and literature resources sufficient to permit movement to other functional areas.

LIBRARY AIDE I

POSITION CODE: 23421

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs routine nonprofessional manual library duties relative to shelving and distributing, and simple clerical duties related to the care of books, magazines, newspapers and pamphlets.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs clerical duties relative to the care and circulation of library materials; sends out notices of overdues; performs simple mending of books and magazines.
2. Shelves new and returned books and periodicals by author, title or classification number.
3. Receives, labels and marks new books and periodicals; performs technical processing routines and other clerical routines necessary to prepare books for circulation.
4. Checks shelves for misplaced books and reshelves correctly; removes books which appear to be in poor physical condition for supervisors consideration for withdrawal or rebinding.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires six months clerical experience.

Knowledge, Skills and Abilities

Requires working knowledge of correct English usage, punctuation, spelling, grammar and vocabulary.

Requires elementary knowledge of routine library functions and procedures.

Requires ability to understand numbers and simple numbering sequences.

Requires ability to perform incidental keyboarding.

LIBRARY AIDE II

POSITION CODE: 23422

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs a variety of detailed, nonroutine nonprofessional library duties following standardized methods or instructions and detailed clerical and nonprofessional library routines such as coding, searching for, recording or filing materials.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs daily circulation operations such as charging-out library materials, doing overdues, and assisting in the preparation of circulation statistics.
2. Plans and supervises the preparation and maintenance of detailed records of circulation items loaned throughout the State.
3. Stores and maintains library audio-visual equipment; instructs others in the operation of audio-visual equipment.
4. Processes duplicate nonfiction and fiction titles which are being added, reclassified, or reinstated.
5. Locates publications primarily based upon the classification number; checks to make sure it includes the article requested; substitutes other editions when material requested is not on the shelf.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires one year related library-clerical experience.

Knowledge, Skills and Abilities

Requires extensive knowledge of correct English usage, punctuation, spelling, grammar, and vocabulary.

Requires extensive knowledge of routine library functions and procedures.

Requires working knowledge of the particular library's services, practices and procedures.

Requires elementary knowledge of the application of standard library techniques.

Requires ability to perform incidental typing.

Requires ability to operate, instruct others in the use of, and make minor adjustments on audio-visual equipment.

Requires ability to prepare and maintain detailed records.

LIBRARY AIDE III

POSITION CODE: 23423

DISTINGUISHING FEATURES OF WORK:

Under general supervision, supervises a moderate sized staff engaged in the retrieval and shelving of library materials; or performs a variety of complex nonprofessional clerical duties in the State Library.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Controls input and output file operations; maintains work flow such as shelving new books, reshelving and adding new items to files.
2. Performs various inventory control operations such as comparing records against file holdings; directs the periodic reading of files to ensure correct filing such as reading bookshelves.
3. Supervises a moderately-sized staff engaged in the retrieval and reshelving of books; oversees the maintenance of books and book stacks.
4. Maintains responsibility for the physical storage of miscellaneous property items such as file cabinets, furniture and equipment.
5. Trains and instructs new staff in the retrieval of library materials, proper care of library materials, and familiarization with the system of classification.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires one year related library clerical experience.

Knowledge, Skills and Abilities

Requires extensive knowledge of routine library functions and procedures.

Requires extensive knowledge of the particular library's services, practices and procedures.

Requires ability to train and instruct others in methods and procedures utilized.

LIBRARY TECHNICAL ASSISTANT

POSITION CODE: 23450

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs the more complex nonprofessional manual and clerical duties necessary to the operation of a State Library, a departmental or institutional library.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Identifies foreign language serial publications; maintains records of foreign language publications.
2. Maintains a special collection, such as science and technology rare books and maps, where the classification scheme used is unique to the particular collection.
3. Maintains a detailed system of circulation controls, such as reserves, renewals, overdues and inter-library loans, applies established circulation procedures and practices concerning registration, overdues, circulation or loan of materials, such as making adjustments with borrowers in case of nonreturn of or damage to library materials received, recalls, returns and services material borrowed from other libraries; makes arrangements with lending libraries for extension of loan periods and for replacement of lost or damaged items.
4. Performs duties within the bindery, such as preparing books for the bindery, searching shelves for duplicate copies and checking bibliographic sources to see if the book is still in print.
5. Makes posters and displays utilized by the library for the promotion of reading materials.
6. Assists in the filing and maintenance of the complex cataloging system.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years college, preferably with library technical-assistant courses.

LIBRARY TECHNICAL ASSISTANT (continued)

Knowledge, Skills and Abilities

Requires working knowledge of the terminology, content and classification scheme of the collections serviced.

Requires elementary knowledge of standard library methods and procedures.

Requires ability to recognize identifying information on documents in several foreign languages.

Requires ability to use judgment in applying pertinent regulations, procedures and instructions.

Requires ability to perform incidental keyboarding.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

LIBRARY ASSOCIATE

POSITION CODE: 23430

DISTINGUISHING FEATURES OF WORK:

Under direction, performs a variety of functions, both difficult and routine in nature, necessary to the daily operation of a departmental or institutional library or in a State Library. As a departmental or institutional librarian, duties involve directing a library where there is limited reference work, or assisting in providing specialized services in an educational, medical or historical research library; may supervise small staff engaged in routine library and clerical work. In a State Library, positions of this class perform duties relative to the cataloging, shelving, distribution and selection of books, magazines, newspapers and other publications; assists professional librarians with more difficult functions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Examines, interprets and files requests for library materials received by telephone, computer or mail.
2. Provides reader advisory services to library patrons; assists library users by locating books and periodicals; explains library facilities and services; maintains circulation records; issues overdue notices; prepares reports on library activities.
3. Develops and maintains regular library services within a state institution; may establish small branch circulation libraries; maintains a small reference section for use of professional staff; may select reading material for confined individuals; may supervise a small staff engaged in routine library and clerical work.
4. Reviews catalogues of publications; selects books and periodicals of value to library patrons; recommends purchase; prepares book requisitions; makes minor repairs or arranges for rebinding.
5. Performs elementary bibliographic searches under the direct supervision of a professional librarian; prepares bibliographies on subjects not requiring extensive research; assists by locating material on specific subjects.
6. Directs the shelving of new and returned periodicals and books by author or reference number; scans bookshelves periodically and rearranges out-of-order publications.
7. Maintains responsibility for the overall functions necessary to prepare books for the bindery; performs a variety of nonprofessional duties relative to such activities as the circulation, cataloging, weeding and replacement of books and periodicals.
8. Maintains routine public relation functions, such as preparing news releases and editing library publications for print.

LIBRARY ASSOCIATE (Continued)

9. Catalogs from precataloged sources necessary to the maintenance of a complex system, such as cataloging juvenile books, added copies and the preparation of files and records for circulation.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in library science.

Knowledge, Skills and Abilities

Requires working knowledge of standard library methods and procedures.

Requires working knowledge of the application of standard library techniques.

Requires working knowledge of accessioning, cataloging and reference techniques.

Requires ability to organize and maintain the regular reading and reference services of an institutional library system.

Requires ability to provide general reference service to professional staff.

Requires ability to prepare and maintain circulation and catalog files and to prepare ordinary operating reports on library activities.

Requires ability to select and recommend publications of interest to the patrons of the assigned library or library system and to assist patrons in utilizing the library facilities.

Requires ability to perform incidental keyboarding.

LIBRARIAN I

POSITION CODE: 23401

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs professional library duties in a departmental or institutional library, or in a State Library. As an institutional librarian, duties include responsibility for directing a library where there is extensive reference work, and supervision exercised over lower level professional librarians. As a departmental librarian, work includes the performance of complex professional library duties within a library devoted to historical research. In a State Library, positions of this class perform beginning level or the more routine professional library duties in one or more of the major areas of library science.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, directs and supervises a library affording extensive reference work; supervises routine library functions such as accessioning, cataloging, referencing, selecting and distributing; develops and implements rules; regulations and restrictions relative to the use of library material.
2. Recommends material for acquisition; scans dealer catalogs and professional reviewing media for publications suitable for the library of assignment; catalogs and accessions newly acquired material and prepares supporting inventory and reference records.
3. Explains library resources to authors, scholars, professional staff and other patrons; locates material pertaining to specialized topics or research subjects; develops cooperative agreements with other libraries to borrow material; assists patrons in the selection of reading and reference materials and in the overall use of the library's facilities; replies to letters and telephone calls requesting library information; searches for, locates and acquires data for the use of specialized clientele.
4. Prepares displays of books, reading lists and other publicity materials to stimulate interest in books and reading.
5. Maintains collection of books by retiring worn and obsolete material and selecting material for rebinding or microfilming.
6. Performs and directs others in original cataloging.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

LIBRARIAN I (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a master's degree from a school of library science.

Knowledge, Skills and Abilities

Requires extensive knowledge of professional library techniques, systems and procedures.

Requires extensive knowledge of research and reference procedures.

Requires extensive knowledge of acquisition, classification, cataloging and indexing principles, methods and techniques.

Requires ability to determine and satisfy the requirements of scholars, professional staff, historians, authors and other library patrons.

Requires ability to adapt library science theory to the requirements of an educational, medical or historical research library.

Requires ability to establish, maintain and direct an efficient library system or program.

Requires ability to operate various office and library equipment.

Requires ability to maintain accurate and orderly reference files, and to prepare comprehensive reports on library operations, use and requirements.

Requires ability to supervise library and routine office functions.

LIBRARIAN II

POSITION CODE: 23402

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs professional library duties in a State Library or departmental library. In a State Library, duties involve performing specialized professional library tasks as a section head in the development or operation area, and may include supervision over professional and nonprofessional personnel, or assists consultants in the development and implementation of specific programs. As a departmental librarian, positions of this class perform specialized professional library tasks as a section head within the library devoted to historical research, or coordinates and maintains responsibility for purchasing, classifying, cataloging and indexing library materials for a decentralized system or librarians.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Selects books, periodicals, and other library materials requiring constant and extensive reading, a broad background of the literature, ideas, terminology and leading figures in many fields.
2. Classifies books by assigning them to their proper places in the system of classification used, thus determining their positions on the shelves in relation to other books; reclassifies books when new developments or changes in the classification system occur.
3. Solves research problems without recourse to experimentation by gathering, analyzing and interrelating information from a combination of sources.
4. Resolves difficult reference problems and compiles extensive and complex bibliographies of specific study areas.
5. Assists primary consultants in the development and implementation of specific programs; assists in the preparation of program documents.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a master's degree from a school of library science.

Requires one year of professional librarian experience involving the application of specialized library science techniques.

LIBRARIAN II (Continued)

Knowledge, Skills and Abilities

Requires thorough knowledge of professional library techniques, systems and procedures.

Requires thorough knowledge of research and reference procedures.

Requires thorough knowledge of acquisition, classification, cataloging and indexing principles, methods and techniques.

Requires ability to adapt library science theory to the requirements of an educational, medical or historical research library.

Requires ability to determine and satisfy the requirements of scholars, professional staff, historians, authors and other library patrons.

Requires ability to establish, maintain and direct an efficient library system or program.

Requires ability to direct the activities of professional and nonprofessional library assistants in a major section of the library.

Requires ability to train and instruct new employees in the methods, techniques and procedures utilized.