

LIBRARY ASSOCIATE

Function of Job:

Under general direction of designated supervisor, to perform complex library work at a moderate level of sophistication and responsibility, requiring exercise of judgment and independent thought, but in accordance with established principles, in such specialized areas as cataloging, searching, reference, circulation, acquisitions, documents, periodicals, serials, archives, conservation, or computer operations.

Characteristic Duties and Responsibilities:

1. Oversee and provide support for updating and maintenance of files, shelf lists, checklists, inventories, records, manuals, and information retrieval systems, in paper or electronic form, as applicable.
2. Prepare materials for circulation and reserves; oversee the review and processing of interlibrary loan requests; make collection maintenance determinations concerning mending, binding, and shelving of books, periodicals, documents and/or other library materials.
3. Compile and maintain bibliographies and related indexes on specific subject areas, as assigned or as requested by faculty, including reviewing publications, inputting data, merging and changing data bases, as needed.
4. Perform complex general reference work requiring a solid working knowledge and ability to instruct patrons and staff in usage of sources and indexes in multiple formats, which may involve conducting searches and corresponding research.
5. Catalog complex print or nonprint materials in accordance with established procedure and systems as assigned.
6. Interpret and communicate established library policies/procedures, and/or applicable state/federal laws and regulations, as required, and assist in developing library policies and procedures.
7. Interview, hire, train, evaluate, schedule work, and supervise assigned staff and student assistants.
8. Maintain specific library collection and related facilities as assigned, including necessary physical upkeep and storage procedures, preparation and maintenance of related records, and the search, retrieval, and correction of data, as needed.
9. Oversee and support daily work operations of assigned library unit or branch and/or library department.
10. Manage and supervise tasks necessary for efficient operation of the department/unit's computer system, including assisting library faculty/staff with microcomputer hardware/software problems/questions.
11. Monitor assigned accounts, including verification procedures, daily statistics, as required, and annual reports.
12. Prepare exhibits and displays, as required.
13. Contact vendors or other suppliers regarding ordering materials, resolving problems and/or repairing equipment.
14. Participate in the selection, acquisition, and discarding of printed and/or electronic materials.
15. Attend and participate in college/university and professional committee activities, meetings, conferences, symposia, etc.
16. Perform other related duties as assigned, which includes back-up for all staff activities.

Minimum Acceptable Qualifications:

1. Bachelor's degree and two years of library work experience and/or combination of higher education and related work experience equal to six years.
2. Working knowledge of computer hardware/software and library information retrieval systems.
3. Supervisory and managerial skills.
4. Good communication skills.

Additional Desirable Qualifications:

1. Working knowledge of one or more foreign languages.
2. Additional applicable higher education, training, library work experience, and/or related work experience.

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System Approval

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This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

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