Director of Library Services
Library

**JOB SUMMARY**

This position is responsible for directing the college’s library and library services.

**MAJOR DUTIES**

- Develops strategic plans; participates in state and national professional organizations; communicates with students, faculty, and administrators; acquires and analyzes usage data; reads professional literature; completes student and faculty surveys; coordinates focus groups.
- Participates in the accreditation process; compiles statistical data; develops library goals in accordance with the institutional strategic plan.
- Provides guidance for the library staff; schedules work; provides opportunities for professional development; encourages participation in community and campus activities.
- Administers and coordinates library services and activities; coordinates the cross-training of staff; provides for staffing during employee absences; assists in the provision of services to patrons.
- Oversees the library budget; reviews purchase requests for approval; coordinates acquisition decisions with faculty.
- Manages library electronic databases.
- Establishes and implements internal library policies; researches comparable academic libraries for sample policies; seeks approval for policies from designated committees.
- Promotes the library by participating in community, state, regional and national meetings.
- Provides support services that meet the current and emerging needs of students taking classes at all locations.
- Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of professional library practices and standards.
- Knowledge of college policies and procedures.
- Knowledge of college personnel and budget management policies.
- Knowledge of higher education practices and standards.
- Knowledge of current and developing trends in library management.
- Knowledge of library collection development principles.
- Knowledge of college purchasing policies and procedures.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Ability to apply sustainability concepts into work systems.

**SUPERVISORY CONTROLS**

The Associate Vice President of Academic Affairs assigns work in terms of library goals and objectives. The supervisor reviews work through conferences, reports, and observation of library activities.
GUIDELINES

Guidelines include US copyright law, OCLC cataloging standards, and American Library Association and Association of College and Research Libraries standards. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative and supervisory duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Gordon State College library. Success in this position results in the provision of quality library services to college students, faculty and staff.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, community patrons, representatives of other libraries, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light and occasionally heavy objects, and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Librarian (4), Technical Services Specialist (1), and Library Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an ALA accredited university.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
**JOB SUMMARY**

This position performs assigned specialized duties in support of library operations.

**MAJOR DUTIES**

**Circulation and Audiovisual**
- Oversees the day-to-day operations of the circulation desk; trains new library staff members in circulation procedures.
- Assists patrons with print and electronic information needs by answering reference and computer questions and by teaching patrons how to use the online catalog and other resources.
- Maintains the library floor; straightens furniture, shelves books and materials, maintains photocopiers and printers.
- Enforces patron use policies.
- Maintains the library’s reserve collection; catalogs and places items on reserve.
- Prepares and teaches general and specialized library orientations, GALILEO database workshops, and library research skills classes.
- Manages overdue materials functions; sends overdue notices, flags patrons in Banner, places names in overdue notebook, and initiates lost book paperwork.
- Collects and disseminates circulation and audiovisual statistics; develops forms to facilitate data collection and reporting.
- Manages the library’s audiovisual equipment; evaluates and purchases new equipment; coordinates the maintenance and repair of equipment; maintains equipment inventory.
- Participates in the development of library policies and procedures.
- Provides reference assistance to students, faculty, staff and the general community.
- Continues professional growth and development through reading professional literature and attending workshops, webinars and conferences.

**GIL, ILL and Serials**
- Manages GIL services; evaluates items requested; prepares requested books for shipment; trains and oversees student assistant(s) in packaging, filing and receiving procedures; receives and processes incoming items; monitors the status of books loaned and received; notifies and bills patrons with overdue or lost books; provides information to the college community regarding GIL procedures and policies; prepares annual usage reports.
- Manages ILL services; communicates with students, faculty and staff concerning their requests and items borrowed and delivered; coordinates with lending and borrowing libraries; researches databases and online catalogs to secure items; makes lending decisions; provides information to the college community regarding ILL procedures and policies; prepares annual usage reports.
- Manages the library’s serial collection; catalogs new titles; removes discontinued titles; maintains and updates local holdings records; trains and supervises student assistant(s) in processing of current issues, filing back issues, shifting microfilm or bound serials, and preparing loose issues for bindery; maintains the GOLD database; prepares annual statistical reports.
- Provides reference assistance to students, faculty, staff and the general community.
- Continues professional growth and development through reading professional literature and attending workshops, webinars and conferences.
• Prepares and teaches general or specialized orientations for academic courses.
• Selects materials for reference and general collection to support the mission of the college.
• Weeds reference and general collection.
• Participates in the development of library policies and procedures.

Reference
• Prepares and teaches the for-credit library research class (LIBR 1001).
• Prepares and teaches specialized orientations or seminars as requested by faculty.
• Designs research guides and online orientations on a variety of subjects.
• Provides reference assistance to students, faculty, staff and the general public in person, by telephone, or by email; instructs patrons in the use of the online catalog and GALILEO database to locate print and digital sources; makes recommendations concerning other potential sources.
• Continues professional growth and development through reading professional literature and attending workshops, webinars and conferences.
• Researches and selects materials for the library collection.
• Prepares a variety of regular and special reports.
• Processes and catalogs materials for the Gordon State Archives; provides research assistance for the archives.
• Assists with circulation duties as needed.

Technical Services
• Catalogs new collection materials using original cataloging and copy cataloging procedures.
• Processes and prepares book for addition to the collection.
• Maintains the organization of library materials.
• Updates authority records.
• Updates and maintains collection database records.
• Troubleshoots and maintains software.
• Updates staff teaching manuals.
• Maintains and corrects book URLs.
• Troubleshoots library computers and assists faculty, staff, and student patrons with computer issues.
• Continues professional growth and development through reading professional literature and attending workshops, webinars and conferences.
• Researches and selects materials for the library collection.
• Prepares a variety of regular and special reports.
• Assists with circulation duties as needed.
• Provides references to faculty, staff, students and the general public.

• Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION
• Knowledge of current trends in library services.
• Knowledge of library operations and procedures.
• Knowledge of college policies and procedures.
• Knowledge of electronic information resources.
• Knowledge of collection development principles.
• Knowledge of cataloging principles and practices.
• Knowledge of computers and job-related software programs.
• Skill in decision making and problem solving.
• Skill in interpersonal relations and in dealing with the public.
• Skill in oral and written communication.
• Skill in developing and maintaining effective working relationships.
• Skill in providing quality customer services.

SUPERVISORY CONTROLS
The Director of Library Services assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include US copyright law, Online Computer Library Center cataloging standards, American Library Association and Association of College and Research Libraries standards, GIL and ILL policies and procedures, and college and library policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized librarian duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to provide library services to patrons. Success in this position results in the provision of quality library services to college students, faculty and staff.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, community patrons, representatives of other libraries, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an ALA accredited university.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.
Technical Services Specialist

Library

**JOB SUMMARY**

This position performs technical duties related to the selection, acquisition, processing, and maintenance of library materials.

**MAJOR DUTIES**

- Edits and adds bibliographic records of print and audiovisual materials to the college catalog.
- Orders print and audiovisual materials and prepares in-house purchase orders.
- Assists students, staff and faculty in the selection and use of materials.
- Enforces patron use policies.
- Tracks materials orders, receives shipments, processes invoices for payment, and records expenses.
- Prepares print and audiovisual materials for shelving by stamping, labeling, inserting security tapes, and covering dust jackets.
- Uses bindery automated system to prepare damaged books for shipment to bindery; makes minor book repairs.
- Processes materials weeded from the collection.
- Shelves books; performs shelf reads to ensure proper ordering of materials.
- Updates the shelf list catalog.
- Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of library operations and procedures.
- Knowledge of college policies and procedures.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of library cataloging and classifying principles and standards.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Skill in providing quality customer services.

**SUPERVISORY CONTROLS**

The Director of Library Services assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include library policies and procedures, OCLC bibliographic standards, and the Library of Congress classification system. These guidelines are generally clear and specific, but may require some interpretation in application.
COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict guidelines contribute to the complexity of the position.
- The purpose of this position is to provide technical support for library operations. Success in this position results in the provision of quality library services to college students, faculty and staff.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, community patrons, representatives of other libraries, vendors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may supervise assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of an associate’s degree.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one year experience or service.
JOB SUMMARY

This position provides customer service and administrative support for library operations.

MAJOR DUTIES

- Provides customer service support to faculty, staff, students and the general public; checks materials in and out; collects overdue fines.
- Sorts and distributes mail; processes newspapers; distributes monthly academic book reviews to faculty.
- Prepares and processes purchase requisitions, invoices and encumbrances; maintains related paperwork.
- Orders, organizes and inventories office and library supplies; maintains paper levels for printers and photocopyers.
- Maintains petty cash and prepares cash reports of monies paid the library.
- Receives and refers calls.
- Types correspondence and paperwork, including overdue letters and letters recognizing gifts.
- Grades and tabulates results from ENGL 1101 Library Orientation quizzes.
- Produces and maintains library calendars and schedules.
- Attends training sessions.
- Sensitizes and shelves books; reads and organizes shelves.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of library operations and procedures.
- Knowledge of college policies and procedures.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Skill in providing quality customer services.

SUPERVISORY CONTROLS

The Director of Library Services assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include college and library policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related customer services and administrative duties. Frequent interruptions contribute to the complexity of the position.
• The purpose of this position is to provide administrative and customer service support for library operations. Success in this position results in the provision of quality library services to college students, faculty and staff.

CONTACTS

• Contacts are typically with co-workers, faculty, staff, students, community patrons, representatives of other libraries, and members of the general public.
• Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

• The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
• The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

• Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
• Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one year.