

CONNECTICUT COMMUNITY COLLEGES

Job Description

Library Associate

Salary Level:
14

Date Approved/Revised:
Approved:

Position Purpose

The Library Associate performs and leads support staff in multiple library functions in the library or learning resource center of a Community College which provides library services to students, faculty and citizens of the communities served by the College. These library services may include: circulation; acquisitions; interlibrary loans; reserves; on-line copy cataloging; library promotion; basic reference and readers' advisory.

The position's role involves the beginning professional practice of librarianship in the library's support of the instructional and learning mission of the College. Incumbents may provide coverage of the library during assigned periods.

During the academic year, the hours for this position are as follows:

12:00pm-8pm Monday-Thursday, 8:30am-2pm Friday

During winter, spring, and summer breaks, the hours are as follows:

8:30am-4:30pm Monday-Thursday, 8:30am-2pm Friday

Responsibilities

The Library Associate typically works under the direction of a Director of Library Services or other designated administrator. Technical or functional guidance may be provided to the position by a Librarian.

The position leads or supervises support staff such as Library Assistants and student workers who perform such work as circulation of materials, shelving and retrieving materials, clerical support for acquisitions processing, and processing of reserves. The position may be designated to provide in-charge coverage of the library at established times.

The position is expected to have extensive relationships with students, faculty and members of the public as well as the other staff members of the library. These relationships emphasize the public service nature of the library and, therefore, demand of the Library Associate a high degree of courtesy, cooperation, and genuine interest in assisting others in the pursuit of learning. The incumbent is expected to collaborate with academic and student services departments to contribute to attracting and retaining students.

Major Accountabilities

The Library Associate is accountable for providing and overseeing helpful, efficient, courteous service to the library's patrons to support their use of the library's resources through effective performance in one or more of these essential functional areas, as assigned:

- Circulation
- Interlibrary Loan
- Technical Services
- General Public Service & Library Promotion
- Training and Leading Staff

Examples of Essential Duties and Accountabilities

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Circulation: The Library Associate is accountable for contributing to the efficient lending and responsible recovery of library materials by performing and overseeing circulation services. This accountability includes such essential tasks as:

1. Overseeing and performing the charging and return of library materials, including examining those materials for damage and for completeness of sets of materials; this task includes the operation of the library's automated circulation system;
2. Overseeing and performing the issuance of library cards and on-line records;
3. Overseeing and performing calculation, collection and recording of fines and fees;
4. Managing and controlling the appropriate circulation of reserve items;
5. Participating in collection development by advising selectors on circulation patterns.

B. Interlibrary Loan: The Library Associate is accountable for assisting the library's patrons to obtain the use of materials not available in the library's collection and for assisting other libraries to borrow materials from the library by performing and overseeing the processing of interlibrary loan requests. This accountability includes such essential tasks as:

1. Performing and overseeing the processing of patron interlibrary loan requests, involving on-line searches of national databases and selecting lender library sources according to costs and delivery time; this task may involve making telephone contact with other libraries to arrange for borrowing the materials;
2. Performing and overseeing the processing of requests from other libraries to borrow from the library, including arranging for shipment and return of loaned materials;
3. Developing and maintaining records of location and status of borrowed or loaned materials.

C. Technical Services: The Library Associate is accountable for the processing of acquisitions and their on-line copy cataloging to contribute to the development and organization of the library's collection. This accountability includes such tasks as:

1. Performing and overseeing the preparation of orders to vendors for purchase of library materials according to selection instructions from the library's authorized selectors; this task involves making on-line bibliographic verification and placing orders by an automated system;
2. Performing and overseeing the processing of materials received by the library, including determining the accuracy of the shipment and performing or arranging for their preparation for circulation; this task may include the processing and management of periodicals and serials; the task also may include the requirement to contact vendors to resolve discrepancies in orders;
3. Performing and overseeing on-line copy cataloging of materials, involving verification of bibliographic information and creating a record of new materials within the library's holdings.

D. General Public Service & Library Promotion: The Library Associate is accountable for providing and overseeing helpful and useful assistance to the library's patrons to aid in their knowledge and effective use of the library's resources. This accountability includes such essential tasks as:

1. Performing basic reference assistance to patrons;
2. Assisting and instructing patrons in the use of automated and on-line bibliographic and reference methods and in the operation of the library's computers and other equipment;
3. Providing readers' advisory assistance and aiding patrons in locating materials for their purposes;
4. Overseeing and participating in making the library's collection accessible to patrons including such tasks as shelf reading, shelving and organizing the physical location of materials, performing and overseeing the creation of physical and online displays of library material, and alerting faculty to new library resources in their respective fields;
4. Assisting in the development and maintenance of content for the library's online presence;

Note: The incumbent may be designated to provide coverage of the library at assigned times which may include evenings and weekends.

E. Training and Leading Staff: The Library Associate is accountable for assuring that assigned staff are appropriately qualified and that they provide effective service to the library's patrons. This accountability includes such essential tasks as:

1. Selecting or participating in the selection of assigned staff;
2. Training and developing assigned staff in the skills needed for effective performance;
3. Providing useful work direction to assigned staff;
4. Participating in review of assigned staff members' performance.

Professional Participation and Development:

In addition to the accountabilities listed above, the Library Associate is required to carry out the essential duties of:

- attendance and participation at convocation and commencement ceremonies;
- service on assigned committees and task forces;
- attendance and participation at committee, staff, informational and professional meetings.

All of these may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies. In addition, the incumbent is required at all times to interact in a courteous and respectful manner with students, faculty, public and co-workers and to maintain complete confidentiality of student records and other materials or information of a confidential or sensitive nature.

Qualifications

The Library Associate is required to have: demonstrated ability to perform one or more functional areas of librarianship at a beginning professional level of competence; demonstrated ability to train and guide library support staff; strong information technology literacy skills; excellent communication, presentation, and interpersonal skills; the ability to interact collegially with students, faculty, staff, and highly diverse communities; ability to work independently and in a team environment; basic understanding of current issues, trends, and technologies impacting higher education and academic libraries.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a bachelor's degree, with preference for Library Technical Science or a subject area related to library services in the academic field, together with 0-3 years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.