



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Library Operations Occupation

**BARGAINING UNIT:**

ACE

**Librarian 2 Technical Services**

**SERIES PURPOSE:** The purpose of the Library Operations occupation is to provide information by selecting, organizing, and retrieving books and other media that meet the needs of the clientele served; plans and implements library programs. Incumbents specialize in either reference or technical services.

**CLASS CONCEPT:** The class works under direction and requires considerable knowledge of library principles, practices, tools, and techniques of technical services in order to make library materials available to clientele.

**JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.**

Receives archival, manuscript, and museum collections according to accepted archival and museum standards and practices.

Organizes and creates inventories for all collections and objects. Produces an archival finding aid including an inventory and descriptive information for collections. Writes detailed explanation for each collection as well as additional advice to assist researchers.

Prepares specific descriptor terms for individual primary source documents or images that constitute a collection and that are to be electronically accessed by cataloging or metadata record creation. Descriptive work requires the exercise of analysis and judgment and will be done under the guidance of other library staff. Independent action is expected after demonstrated, successful experience.

Assists patrons by researching and answering requests.

Uses professional reference techniques in order to better serve archives patrons including the reference interview, online data searching, instruction in the use of digital library collections, etc.

Provides advice to patrons in order to enhance their research including detailed explanations of archival collections within the historical context of the university and/or local community, referrals to other libraries, collections, and/or archives, etc.

Assists in the preparation of displays and exhibits of various archival, special collections, and museum materials, including researching collections and writing, preparing, creating, and mounting exhibit texts and labels.

Provides staff support for events, activities, and outreach programs such as lectures, meetings, and receptions held in the archives and museum areas.

Conducts tours of the museum and archival facilities. Schedules tours and provides historical interpretation of exhibits for various age groups. Acts as point of contact and provides sites support.

Identifies archival, rare book, objects, and manuscript materials that need conservation; processes vendor work for shipment; performs minor conservation work such as phase boxing books, dry cleaning documents and objects, removing tapes and adhesives, and doing minor paper mends.

Preserves collections by re-housing items into acid-free enclosures and assists in the monitoring of temperature, light, and humidity throughout the facilities.

As part of the preservation program, digitizes collections by performing preservation scanning of various materials using appropriate software and hardware.

Acquires new collections, inventories contents, and works on appraisal and retention decisions. Develops and undertakes procedures for regular or periodic additions to these collections.

Manages all necessary and routine paperwork to acknowledge collection receipt and/or to process any necessary standard deeds of gift.

May be assigned curatorial responsibilities for specific collections.

Schedules and supervises students and interns as they perform appropriate tasks under the above duties. Verifies hours worked and processes time sheets.

Manages unit in the absence of the supervisor; trains new personnel.

Writes and edits copy for exhibits, finding aids, etc. Contributes to the department's blog.

Makes work assignments for both students and employees. Directs work of both student assistants and employees. Provides input regarding the performance of personnel for annual evaluations.

Performs necessary clerical duties appropriate to the normal operations of the unit. Composes correspondence for unit. Writes, offers, and analyzes unit policies and procedures.

Performs critical and essential library services as needed and assigned.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: specialized bibliographic sources; library science and technology; public relations; budgeting\*; subject area of the specific library; accreditation requirements affecting library.

Skill in: use of library equipment such as microfiche reader/printer, audio-visual equipment, video display terminal, and computer systems.

Ability to: catalog and classify materials according to Anglo-American cataloging rules, Dewey Decimal and/or Library of Congress classification systems, and Cutter system; calculate fractions, decimals, and percentages; cooperate with others on group projects; interpret extensive variety of technical material; use proper research methods in gathering data; gather, collate, and classify information about data, people, or things; coordinate activities of others; explain library procedures.

(\* ) Developed after employment.

**MINIMUM QUALIFICATIONS:** Master's degree in library science from accredited college or university; one year of experience as catalog or serial librarian. Experience in library organization and/or administration.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** May work evenings and weekends.