



Library Job Function

Library Assistant IV

Grade 51

Summary

Under general supervision, performs a combination of skilled library duties to provide access to collections and/or to engage in the processing of library materials. Requires an understanding of library-wide procedures and a specialized knowledge in a subject area, language or library function. Work is performed independently and is not typically reviewed when performed within the established guidelines of the library unit.

Typical Duties

1. Answers general reference questions and composes related correspondence. Instructs patrons in the use of traditional print bibliographic tools and on-line resources.
2. Searches bibliographic and related data in catalogs, reference sources, files and on-line databases for various purposes such as ordering, lending, cataloging or preparing instructional materials for course reserves.
3. Implement existing procedures monitors effectiveness and suggest alternatives, as needed.
4. Participants in routine cataloging, using prepared copy and/or existing data. Enters and maintains authority records on library database.
5. Provides acquisitions support and resolves problems associated with ordering, receiving, vendor selection and invoicing, utilizing various library databases.
6. Edits, revises, verifies and/or produces preliminary or permanent bibliographic records for manual on-line systems.
7. Records receipt of materials, checking for accuracy and missing items and initiates corrective action. maintains related files.
8. Composes and keyboards letters and forms.
9. May assist in training, scheduling and distributing work of other staff members, students, casuals and temporary workers.
10. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: College degree preferred.

Skills and Experience: Library work experience is preferred. Reading knowledge of a foreign language and/or knowledge of a particular subject matter may be required. Knowledge or competency in keyboarding may be required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.