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### **NATURE OF WORK**

This is basic and advanced library work within the University Library System.

This series includes positions that are responsible for the acquisition, cataloguing, recording or circulation of a wide variety of materials including books, periodicals, microforms and specialized items as well as in the provision of non-professional reference service. The allocation of positions within this series is determined through the application of the Library Assistant Evaluation Criteria. At the higher levels this may involve responsibility for supervising the day-to-day operations within acquisitions, cataloguing and circulation areas. Contact with patrons may be a requirement at all levels varying from giving and receiving routine information to providing advice, policy explanations and/or non-professional reference service. Supervision may be exercised over subordinate staff. Work is performed according to established procedures at lower levels; however, positions of higher levels are expected to exercise various degrees of initiative and judgment within policy guidelines provided by professional librarians. Work is reviewed through inspection, discussion and observation of results obtained.

### **ILLUSTRATIVE EXAMPLES OF WORK**

The following are illustrative examples of work found within the Library Assistant series; however, for further detail on complete duties and ranking levels, reference should be made to the Index of Library Tasks:

Checks selection forms, requests, publishers' or dealers' catalogues, bibliographies, items received as gifts, Reserve and Interlibrary Loan requests against library catalogues and other library files by title, author or other access points when necessary; checks items in various Books-in-Print; signs out materials and equipment manually or on automated circulation system (including determining appropriate loan period, double-checking of information written by patrons, checking slips for new bar codes, affixing bar code labels, checking IDs, etc.); enters current newspapers in kardex and alerts supervisor if problems with receipt; enters volume in kardex, serials holdings card or other library record upon return from bindery; answers directional questions or general questions regarding library holdings or services.

Types and proofreads correspondence, reports, notices, minutes, memos, forms, archival inventories, bibliographies, catalogue card master sheets, catalogue cards, authority cards, index cards, spine labels, etc.

Searches NUC and other manual or automated bibliographic sources to verify citations (pre-order, pre-cataloguing, Reserve and Interlibrary Loans); searches cataloguing utility by control number (RSN, ASN, LCCN.BNA number, etc.), precise or browsable keys; starts up or shuts down automated circulation system; uses a word processor (or computer with word processing software package or packages) to type correspondence, reports, notices, minutes, memos, archival inventories, bibliographies, etc; inputs into cataloguing utility original bibliographic and authority records from coding sheets; adds, deletes and corrects tags, fields and indicators from copy on MARC format bibliographic records online to cataloguing utility (files and orders card products and/or drops records); working from coded sheets, inputs bibliographic or numeric data to computerized files; receives and sorts requests for Interlibrary Loans from patrons or other libraries; selects appropriate source (location) for Interlibrary Loan requests; gives patrons limited explanations for cancelled or problem Interlibrary Loans; enters current and back issues of serials in kardex; performs online bibliographical retrieval searches with full search strategies and protocols provided by librarians; inputs skeletal order or in-process records into cataloguing utility; answers limited reference questions as asked by patrons in specialized library divisions or sections.

Hears fine appeals and makes judgments; enters in kardex items received on standing and blanket orders; notes standing orders to be claimed (prepares and dispatches claims); searches cataloguing utility for copy for book requests and book selection forms, adds order information, edits other fields as necessary, creates record and places order on or off-line; provides direction, suggestions and ideas and serves as a resource person to students in the preparation of posters, game boards, displays, etc.; consults with faculty regarding Reserve requests.

Handles problem or difficult bibliographic searching; investigates problems arising from Interlibrary Loans and resolves them by correspondence, telephone, etc; gives detailed explanations for cancelled or problem Interlibrary Loans to patrons; investigates kardex and adds problems and resolves them by correspondence or telephone; previews government document serial receipts to remove problem titles prior to kardexing.

Verifies item description given on catalogue copy against item-in-hand, making adjustments to tags, indicators, description and/or access points as necessary; verifies that subject headings and/or classification number given on copy are appropriate to the item-in-hand and conform to current library practice, making adjustments as necessary; using class numbers given on copy, assigns subject headings where not given on copy; where class number is not given on copy, uses subject headings given on copy to assign library's class number; performs online bibliographical retrieval searches by interpreting search strategies as outlined by librarians or patrons; explains online search results; advises faculty of new audiovisual material available in their field; answers reference questions in the Centre for Newfoundland Studies or Health Sciences Library involving a reference interview and selection of the most appropriate sources to consult from a wide range of materials within the division.

Investigates problems and inconsistencies in the library's card and micro catalogues and decides on the appropriate course of action to resolve them; compiles subject bibliographies; checks and revises cataloguing done from copy prior to entry into library's database; describes item-in-hand according to current edition of Anglo-American Cataloguing Rules and local library procedures, coding description onto a MARC worksheet; checks and revises descriptive cataloguing prior to entry into library's catalogue database; selects and orders out-of-print material for the Newfoundland collection; indexes serials by assigning author/title/Library of congress subject headings and maintaining authority files.

Using Library of Congress, National Library of Medicine or Canadian subject headings lists assigns subject headings when neither subject headings nor call number are given on copy; using Library of Congress, National Library of Medicine or Canadian PS8000 classification systems assigns call number when neither subject headings nor call number are given on copy; before record is entered into the Library's catalogue database, checks and revises subject analysis done when neither subject headings nor call number are given on copy. Directs the day-to-day activities of the Circulation Division, Acquisitions, Periodicals or Copy Cataloguing Section of the Queen Elizabeth II Library.

### **REQUIREMENTS OF WORK**

The qualification requirements for positions in this series vary for each level increasing in the type and amount of experience and training for each level taking into consideration the complexity, scope and degree of responsibility for each position. The minimum requirements for entry into this series are some experience in general clerical work; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge abilities and skills:

Some knowledge of library practices and procedures.

Ability to communicate effectively, both orally and in writing.

Ability to understand and follow oral and written instructions.

Ability to learn assigned tasks readily, to perform tasks accurately, to adhere to prescribed routines and to develop some skill in the operation of common library equipment.

Ability to deal tactfully with the public.

**3001-3008**

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