

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2597100

Library Assistant 1, Grade 9	2597100
Library Assistant 2, Grade 14	2597200

Brief Description of Class Series

Library Assistants perform and/or supervise specialized library clerical activities in support of library programs in one or more organizational units within the library, such as access services, circulation, shelving, interlibrary loan, special collections, acquisitions, metadata and bibliographic control, government documents, digitization, and preservation. Incumbents perform activities such as organizing and maintaining library collections, helping customers locate information, maintaining and creating online databases, and directing the acquisition, shelving, scanning and rebinding of books.

Library Assistants are classified primarily in the Department of Corrections and Community Supervision (DOCCS), the State Universities, and the State Education Department.

Distinguishing Characteristics

Library Assistant 1: performs specialized library clerical duties in support of one or more of the units mentioned above. May supervise subordinate staff and/or provide direction to student or incarcerated workers in the performance of library activities.

Library Assistant 2: supervises Library Assistants 1 and may provide direction to student or incarcerated workers; assist in the oversight of a particular library section, including, but not exclusive to Access Services, Technical Services, Acquisitions, a Branch Library, or Incarcerated Legal Resources.

Related Classes

Library Aides, labor class, inspect material being carried out of the library to prevent theft, sort returned materials for distribution, stack books, and count and record the number of people entering and leaving the library.

Librarians perform activities requiring knowledge of the theories, objectives, principles and techniques of library science, such as managing and planning library services; providing advisory and search services; and selecting, acquiring, cataloging and classifying material.

Library Technical Assistants create catalog records for all types of NYSL materials requiring knowledge and use of various bibliographic formats, machine-readable cataloging formats, and unique codes to perform original cataloging.

Office Assistants 2 perform complicated clerical processing and records maintenance activities in support of a technical, administrative or management operation and/or supervise three to eight clerical support positions.

Illustrative Duties

Library Assistant 1

Performs copy cataloging of multiple different material formats, which includes writing descriptions, subject analysis, and assigning a classification number.

- Assists the lead cataloger in preparing the original cataloging for monographs and serials and establishing authority records.
- Performs bibliographic database maintenance, detects and corrects bibliographic errors, eliminates duplicate records, restores missing records, and processes adds, additions, withdrawals and transfers.

Creates and maintains serial control records, including publication patterns, in the library database.

- Creates and maintains routing lists where appropriate.
- Links volumes to appropriate bibliographic record in the local database.

Assists with collection development by acquiring library materials through OCLC records or other bibliographic sources.

- Send and receives approved purchase orders to and from vendors.
- Electronically maintains accounts for individual vendors and processes invoices and credits.

- Electronically maintains standing orders and unpacks and processes monographs and serial items that are received for check-in and cataloging.

Supervises the preparation of appropriate serial titles for designation and tagging and binding.

- Processes new requisitions in the electronic database to indicate the proper title, volume, and date.
- Acts as liaison with binding company for library; supervises the processing of materials upon return from the bindery.

Assists with the preservation of library materials.

- Performs repairs to general collection materials and prepares worn or damaged materials for rebinding or repair.
- Digitizes library materials to preserve content and provide access.

Assists library customers.

- Assists customers with accessing electronic reference sources and using electronic equipment.
- Helps customers locate materials, answers questions, and makes referrals to the Librarian.
- Coordinates reserving books, textbooks on reserve, and traditional reserves held within the library.

Library Assistants 1 may also assist in training newly hired personnel, including other library staff. Positions may supervise Student Assistants and/or incarcerated workers. Library Assistants 1 who work for DOCCS may perform technical services functions using manual, rather than electronic methods.

Library Assistant 2

Under the direction of a Librarian or an administrative professional with overall responsibility for the functions and services of the library, Library Assistants 2 are responsible for the supervision of a particular section within a unit of the library (e.g., Access Services, Acquisitions).

In Access Services, a Library Assistant 2:

- Plans for and supervises the operation of Circulation, Reserve, Media/Microforms, Interlibrary Loan and Help Desk services.
- Coordinates activities with appropriate units/departments in the library and maintains and monitors appropriate records.
- Serves as primary contact person for faculty and student customers and resolves user problems.
- Recommends policies and procedures for user access to information and implements upon approval.
- Negotiates bill and fine problems with customers and resolves other problems that may arise with customers.
- Serves as team leader in allocating responsibilities and staff to implement policies and procedures.
- Plans staff training programs.
- Develops, conducts, and revises criteria and materials for staff training programs.
- Supervises and schedules staff and student assistants to maintain adequate coverage at service desks.

In addition, Library Assistants 2 interview, select, train, supervise and evaluate support staff such as Library Technical Assistants, Library Assistants 1, Office Assistants 1, Student Assistants, and incarcerated individuals.

In Acquisitions, a Library Assistant 2:

- Supervises the acquisitions' support staff.
- Performs pre-order searching and sends acquisition orders.
- Monitors and supervises the processing of order requests and book budget encumbering to ensure timely processing and the expenditure of funds.
- Monitors and adjusts book budget funds.
- Provides support for basic monographic catalog training to acquisitions staff.

- Performs tasks associated with post receipt bibliographic searching and cataloging using online databases.
- Uses alternate bibliographic tools such as specialized databases, web-based tools and appropriate internal files.
- Acts as a liaison to library staff, university staff and members of the local community providing information on policy and procedure related to all aspects of acquisitions.
- Provides support for communication and interpretation of acquisitions policies for library staff and coordinates various acquisitions, cataloging, database maintenance and automation related to technical service projects.

In Technical Services, a Library Assistant 2:

- Develops, implements, and supervises Library Technical Assistants, Office Assistants 1 and Student Assistants involved in updating all local copy and volume information on-line systems.
- Provides training on library databases, OCLC, and various unit activities.
- Serves as a resource person for unit policies/procedures as well as within technical services for database maintenance issues, linking, and input procedures; acts as a liaison/contact person in the absence of the unit head or in conjunction with the unit head.
- Performs complex problem resolution activities related to the editing of online records and the processing of materials in the library's collections in order to make bibliographic information clear and accessible to users.
- Assists in the oversight of preservation of library materials.
- Participates in planning sessions with unit heads and workflow reviews for activities within and among units in the libraries.
- Represents the unit on technical services committees related to workflow, implementation of the online system and policy development.

Minimum Qualifications

Library Assistant 1

Promotion: One year of permanent service in a clerical or secretarial position allocated to Grade 6 or higher.

Open Competitive: a high school diploma and one year of full-time clerical experience in a library setting.

Library Assistant 2

One year of permanent service as a Library Assistant 1.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibility of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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