



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards**

**Library Associate**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Library	<b>Job Code:</b> 41212 <b>Grade:</b> C	<b>Date Established:</b> 7/01/2001 (Rev. 8/24/01)	<b>FLSA Category:</b> NON-EXEMPT
----------------------------------	---	---	-------------------------------------

**JOB SUMMARY**

Under direction, the fully operational classification in the library series is responsible for quasi-professional and technical assignments. This classification receives instructions in general terms, utilizes independent judgment, and requires considerable knowledge of library procedures and policies, and bibliographic databases in order to perform complex library duties, and in addition, act as work leader or working supervisor to train, assign, and review work of employees.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs database activities on local, regional, and national bibliographic databases (e.g., copy cataloging, searches and adjusts records; enters data into online information management system; maintains currency and accuracy of database).
2. Searches national and regional utilities for bibliographic records, orders and receives materials, and oversees processing of new materials and materials for reserve collections.
3. Obtains material for library patrons through interlibrary borrowing using various resources and computer software.
4. Oversees library collections (e.g., stacks maintenance; circulation procedures; reserve operations).
5. Provides oversight of building security issues, receipt of cash funds for payment on fees, and processing of registrar holds.
6. Determines replacement costs for library materials and ensures materials in stacks/collections are in order according to Library of Congress and other classifications systems.
7. Supervises and trains employees, delegates tasks, monitors output, signs leave requests and approves work hours.
8. Provides assistance to Library patrons (e.g., secures and accesses information; conducts reference interviews; interprets queries; provides training on specialized resources; explains library policies, rules and fines; investigates fines or charges).
9. Assists in maintenance, trouble-shooting, servicing and instructing patrons in use of library equipment (e.g., photocopier; printer; microform reader/printer; vendacard machines; microcomputers).
10. Serves as assistant subject bibliographer to assist in collection building and review, evaluation of materials to be acquired and development/maintenance of web pages.
11. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of library procedures and policies; addition, subtraction, multiplication, division, and alphabetizing; bibliographic databases; employee training and development\*; and oral and written communication. Skill in operation of compute and printer; photocopier\*; microform reader/printer\*; vendacard machines\*. Ability to sort items into categories according to established methods; arrange items into numerical and alphabetic order; and answer inquires from library patrons requiring independent judgment.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

12 mos. training or 12 mos. experience in library science or related field, and/or library policies and procedures. 6 mos. training or 6 mos. experience in use of bibliographic databases. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*