

## APPENDIX D

### LIBRARIAN

#### **Introduction:**

Librarians are members who are assigned a majority (i.e., 50% or more) of their time to librarianship or closely related activities.

The duties of librarians consist of library-related assignments and other responsibilities which are necessary for the effective and efficient operation of the librarian's department, division, college and the District that total a minimum of 32.8 hours per week in accordance with Article 17.

#### **Duties and Responsibilities:**

Library faculty duties and responsibilities are assigned in accordance with Article 18 and may consist of one or more of the following:

1. Work with students at the reference desk.
2. Manage the acquisitions, technical processing, reference, circulation and audio-visual functions of the library.
3. Provide reference assistance for students and staff.
4. Evaluate, select and discard print and non-print library materials to keep the library collection current with curriculum.
5. Provide bibliographic instruction to students.
6. Coordinate library activities with the instructional and counseling faculty.
7. Assist in the hiring, training, and supervision of classified and student staff.
8. Manage the library computer system.
9. Participate in the Program Review and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
10. Librarians may also be assigned to teach one or more library courses during a semester.
11. Librarians have the option of teaching outside their primary area on an overload basis. To be eligible for an assignment outside their area of primary responsibility, they must qualify through the established guidelines.
12. Librarians who teach classes must comply with the duties required of instructors as outlined in their job description, including office hours in accordance with Article 100.7.

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In addition to the library-related duties outlined above, librarians are expected to perform institutional responsibilities as delineated in Articles 17 and 21.