

## **PROFESSIONAL DUTIES - LIBRARIANS**

The professional duties listed are those for which Librarians are assessed and compensated\*. Department assignments may be more specific. These professional duties will be performed under the supervision of Management.

All Librarians shall perform their duties in a professional manner during the course of the academic year, including the following.

1. Provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.
2. Remain current in their respective fields.
3. Maintain College safety standards in their work areas; ensure that students are trained in good safety practices; and make reasonable efforts to ensure that students follow good safety practices. (See Article 27.4, Faculty/AP Agreement.)
4. Comply with published College Policies and Procedures. Management will notify employees of those policies and procedures applicable to their work.

Full-time and part-time Librarians will be assigned the following duties according to the needs of the department and the abilities of the individual. Part-time Librarians may not be required to perform duties 1 and 2 (below). If performance of these duties (1 and 2) is directed by their supervisor, the part-timer will be compensated.

1. Attend and participate in college-wide, campus/center division, department and program meetings and activities.
2. Serve on subject area committees and/or such other College committees as may be assigned.
3. Assist in the recruitment of students.
4. Provide professional assistance to staff and students, including mentoring.
5. Provide information and assistance on College operations as may be requested.
6. Compile and/or research data as may be assigned.

Librarians, consistent with the requirements and standards of the department and the qualifications of the individual Librarian, shall:

1. be responsible for providing Library Services for the College, exercising professional judgment based on adequate knowledge of library service and media technology.
2. assist in the operation of the centers by performing special assignments such as organizing, cataloguing the collection, researching in automation or vendor options and studying the effectiveness of operations.
3. provide reference services utilizing conventional and electronic data base resources.
4. evaluate and select materials to support the College curriculum and the educational, personal, social and vocational needs of the College community.
5. instruct groups and individuals in effective use of learning resources and teach students information literacy skills to enable them to become lifelong learners.