

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Librarian 4		Class Code: 002KA4
	FLSA Status: Non-Exempt	Salary Schedule: PAT 4	Effective Date: 10-17-14
	Summary: Incumbent has primary contact with library patrons and provides assistance by answering questions and directing them to a wide variety of sources.		

Duties:

- Responds to a wide variety of patrons' questions in person, by phone and by memos using available references;
- Assists patrons in locating reference material;
- Prepares monthly statistical reports concerning circulation, reference questions and expenditures;
- Compiles bibliographies and does research on special topics;
- Scans journals and reviews publishers' notices to make recommendations on new purchases for the library;
- Maintains a complex index of special topics and current events which will be historically significant;
- Classifies publications according to the classification system selected by the library;
- Coordinates a variety of reference and loan services through contacts with other libraries such as inter-library loans and the TWX network;
- Provides security for rare books and materials;
- Attends professional workshops;
- Prepares book reviews;
- Performs related duties as required.

Job Requirements:

- Certification by the Indiana Library Certification Board.
- Specialized knowledge of, and the ability to make practical applications of, library science including the various sources of information;
- Extensive knowledge of the various indexes such as the biographical index;
- Working knowledge about the division/specialized library and its history such as genealogy;
- Working knowledge of laws affecting the library;
- Effectively communicate, both orally and in writing;
- Ability to be persistent and closely observe detail when searching for information;

Difficulty of Work:

Incumbent's guidelines consist of modern library methodologies, the library policy manual and standard classification systems. Incumbent uses judgment in establishing subject titles for the complex indexes. This must be done with particular attention to future developments because many times their index is the only comprehensive source of information on a new development such as a crime. Incumbent also uses judgment in making recommendations for new purchases.

Responsibility:

General instructions are provided by higher level librarian or agency administrator. Incumbent independently researches, compiles and indexes materials and information. The supervisor is consulted for special problems at the incumbent's discretion. Incumbent has final authority for the answering of reference questions and the establishment of subject titles for indexes.

Personal Work Relationships:

Daily contacts are maintained with co-workers in the library and with patrons who include state employees. Incumbent provides patrons with resource information and assists them with special projects.

Physical Effort:

Work regularly involves standing, walking, stooping, reaching and occasional heavy lifting.