Nature of Work

The Library Associate 2 performs professional level library support work for a major research library requiring considerable independent judgment and analytical skill and ability. The job provides support to Libraries faculty, faculty and staff researchers and the general public. Broad supervision is received from a Library Associate 3 or higher level managerial or administrative personnel.

The Library Associate 2 differs from Library Associate 3 by the absence of significant management responsibility. At the Library Associate 2 level, tasks require considerable judgment and independent action based on previous knowledge of library policy, procedures, practices and experience in properly using library skills and abilities.

Examples of Work

(These examples are intended to illustrate the various types of work performed by employees with this title. All of the work performed by incumbents with this title may not be listed, nor are all of the examples listed performed by every incumbent).

Supervises the work of a small, basic specialized library unit.

Provides routine assistance to library users in the use of library, tools, and materials requiring advanced or specialized knowledge (e.g. a foreign language, detailed familiarity with history, ability to work with computers and data bases, knowledge of archival principles and practices).

Performs member cataloguing which includes occasional assigning of classification numbers or subject headings.

Creates complex order records requiring considerable knowledge of catalog principles and practices, knowledge of a variety of formats (i.e. serials), and the ability to perform complicated downloading tasks. Coordinates and trains other employees in creating order records.

Performs reference work using standard reference and bibliographic tools.

Performs advanced and difficult bibliographic searching and verification, often when given incomplete or incorrect information.

Assists in the development of special research or management projects.

Assists in the selection and deselection of library materials.

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Coordinates the receipt of library materials which involve complex processing and includes the necessary follow-up and resolution of problems with vendors, publishers, and/or donors.

Performs a variety of tasks in a serials unit which includes responsibility for supervision of the proper receipt of serials, resolution of problems (issue late/missing/needs binding/vendor change) with vendors and publishers, and providing serials assistance to library users.

Supervises Library Associate 1’s, clerical staff and/or student workers.

Performs complex manuscript and/or archival processing tasks which require considerable knowledge of archival principles and practices and knowledge of history.

**Minimum Qualifications**

Bachelor's degree and 1 to 3 years of related library experience or relevant work experience.