

# LIBRARIAN

## PREAMBLE

This series is intended for positions which perform professional librarian functions and require the application of a comprehensive knowledge of library sciences in the areas of selection and acquisition of material, cataloguing, classification, indexing, reference services, literature searches, preparation of bibliographies, inter-library loans, consulting services, etc. Also included in this series are positions which co-ordinate or supervise any or all of the above functions.

Because library duties may be similar at any level, the typical duties are not specifically outlined at every level. The factors determining the various levels are the scope and complexities of the duties and/or the administrative or supervisory responsibilities associated with the duties.

Recognized libraries are those which have sufficient titles and volumes of books, periodicals, publications, etc., normally a minimum of 5,000, to require the services of a professional librarian on an ongoing basis. Librarian functions are performed in all government libraries, however the determining factor in assigning levels will be based on the size and services, complexity of functions to be performed, and scope or specialization of assignments. Some of these are defined as follows:

### **Size and Services**

Within the Manitoba Government structure, there is a great variance in size, complexity and diversity of libraries and library services. In order to clarify the differences in the various libraries, consideration was given to the following factors: number of titles of books, periodicals, audio visual aids and related material; depth of services provided in areas of research, cataloguing, etc.; variety and degree of specialization of collection; consulting services provided. Based on the particular combination of these factors, we have grouped the libraries into four main groups as outlined below. We have used in our specifications the terms "small, medium, large". It should be understood that these are used in a comparative sense only within the provincial service as it is well-known that a "small" library within the provincial service may be considerably larger and more complex and may provide far more extensive services than many independent libraries outside the service.

Small - Health & Social Development; Mines, Resources & Environmental Management; Renewable Resources & Transportation Services

Medium - Department of Education

Large - Red River Community College

Large/Complex and/or Diverse - Public Library Services, Legislative Library.

## **Degree of Complexity**

Functions performed by librarians may be similar, but the level of complexity and responsibility assigned will vary from position to position. For example, research assignments or literature searches which require only a basic knowledge and application of library techniques would be considered non-complex. Research assignments or literature searches which require an in-depth knowledge of various subject matters and source materials, or the need to search other libraries and their resources, along with the need to interpret, analyze, edit and co-ordinate all information would be considered complex. These factors will be taken into consideration when evaluating positions to determine appropriate levels.

Beyond the basic educational requirements for professional librarians, the major factor in arriving at appropriate classification levels will be based on job responsibilities rather than academic achievements. For example, an incumbent with educational qualifications and experience which would normally qualify that person for a senior level position but who is occupying a position which requires the performance of duties shown in level, will be classified at level 2.

Positions are classified on the basis of ongoing functions rather than on functions which may be performed on an intermittent basis only. For example, if an incumbent is not required to perform a complex research assignment on a regular basis, the position would not be classified on the basis of the intermittent work.

The distinguishing factor between Library Technicians and Professional Librarians is that Professional Librarians have a thorough knowledge of library science and literature resources, plus academic training in the theories, principles and techniques of library science which enables them to plan and develop a library system, function or service. Library Technicians are not required to possess the academic training to enable them to plan and develop a professional library system or service. Although some Technicians may occasionally develop individualized workplans or procedures, these are in limited or non-professional areas, such as mechanical preparation, physical upkeep or circulation of materials. Some typical duties of Technicians and Professional Librarians may be the same but the distinguishing difference would be the limited degree that the technician performs the function in relation to the professional who would perform the function to a depth requiring a comprehensive knowledge of library science.

# **LIBRARIAN 1 and 2**

## **GENERAL**

This level is assigned to positions which carry out library duties where a thorough knowledge of professional library procedures and techniques is required. Incumbents may perform a variety of library assignments such as classifying, cataloguing, researching, indexing, compiling of bibliographies, etc., or some positions may specialize in a particular functional area in a large sized library. These positions normally supervise and/or delegate work to technical and/or clerical staff.

The 1 level is assigned to incumbents who have no previous related library experience or who may be performing very routine basic library duties. The 2 level is the full working level of professional librarian work and normally promotion from the 1 to 2 level requires a minimum of one year of related experience.

## **TYPICAL DUTIES**

Bibliographic work associated with acquisition activities.

Classifies, catalogues, indexes all types of books, pamphlets, periodicals, etc.

Performs descriptive cataloguing.

Participates in reclassifying and recataloguing projects.

Compiles bibliographies, curriculum guides and related material.

Assists or makes recommendations in selection of books, periodicals, pamphlets, etc.

Carries out reference and research assignments.

Assists users in locating library books, materials, information, etc.

Assists in planning and conducting workshops and seminars.

May supervise technical and/or clerical activities of support staff.

Provides other user services such as inter-library loan activities.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge and Experience**

Librarian 1 - degree in Library Science from an accredited library school.

Librarian 2 - degree in Library Science from an accredited library school with a minimum of one year of previous related library experience.

# LIBRARIAN 3

## Class Definition

This level is assigned to positions which function in one of the capacities listed below.

1) Positions performing consultant duties to communities or school divisions within the province, assisting in the promotion and development of libraries and library services. Duties include conducting workshops to assist the school or community libraries in the operation and use of library facilities and collections.

2) Positions which are responsible for managing a recognized departmental library which normally has a minimum of 5,000 titles and provides full professional librarian services to a large department. Incumbents will be responsible for the development and administration of policy and procedures for the library, administration of a budget on a day-to-day basis and supervision of a small staff. Incumbents also perform all other librarian duties such as cataloguing, selection and purchase of books, research services, etc.

3) Positions acting as a supervisor of a section in a large library and are responsible for co-ordinating and administering at least two prime functions such as acquisitions, cataloguing, reference, etc. Incumbents will be responsible for the development of services for the section, for developing and administering procedural policies and changes, selection of books, materials and/or equipment and supervision of a group of technical and/or administrative staff.

## QUALIFICATIONS

### Knowledge and Experience

Degree in Library Science from an accredited library school with considerable related library experience preferably with some administrative and supervisory experience.

# LIBRARIAN 4

## Class Definition

This level is assigned to positions which function as a senior or head librarian normally supervising other professional librarians. Positions are involved in administration, budgets, staffing functions and the planning and development of policies and programs for the library. Such positions will function in one of the following ways:

1) Positions which are responsible for co-ordination and supervision of the planning, promotion and development and delivery of the library services program to the communities or school divisions on a province-wide basis. Such services included co-ordinating and providing consultant and technical direction to libraries, library boards, school administrations, and to communities requiring assistance in building new libraries, renovating existing libraries, architectural revisions, etc. Incumbents will develop, plan and lead library development workshops. Incumbents may supervise professional librarians engaged in these functions and may participate in these functions themselves.

2) This level is assigned to positions which direct a major division in a large complex or diversified library where incumbents are responsible for planning and directing several prime functions such as all public services, reference, circulation, cataloguing, etc., or this level may be assigned to positions directing a large complex reference division which provides in-depth research services. Incumbents will assist with library programs and policy developments for the library, and will supervise professional librarians and technical staff engaged in the performance of library duties within the respective sections or division.

3) This level is assigned to positions which manage a medium sized library and is responsible for planning and directing all prime functions of the library. Incumbents will supervise professional and technical staff and will develop and administer all library policies and procedures.

## QUALIFICATIONS

### Knowledge and Experience

Degree in Library Science from an accredited library school with a minimum of five years' related experience with at least two years in an administrative and supervisory capacity.