

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LIBRARIAN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which perform professional librarian functions. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the following: definition statements; listing of areas of specialization; representative examples of worked performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which perform professional librarian work. Positions allocated to this classification conduct reference, cataloging, acquisitions, bibliographic instruction, interlibrary loan services, and collection development with information recorded on paper, microfilm, digital formats, or other media methods. These tasks are performed while serving library patrons and other libraries throughout the state via personal contact, phone, email, and web applications. Positions in this classification meet the definition of professional as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority time (i.e., more than 50%), work in professional positions providing consulting, technical assistance and related services to professionals in the field of libraries, library systems, and the provision of library services on a statewide basis and are more appropriately classified as Library Consultants.
2. Positions which, for a majority time (i.e., more than 50%), provide support to professional librarians by performing activities such as limited reference and cataloging services; assisting library patrons in the use of services available; conducting bibliographic searches; preparing catalog cards and authority cards; coordinating circulation desks; and performing interlibrary loan tasks, etc. and are more appropriately classified as Library Services Assistants.

3. Positions which, for a majority of the time (i.e., more than 50%), focus on three-dimensional objects and are responsible for cataloging acquisitions and keeping records; researching; writing for publications and website content; planning, organizing, interpreting, and presenting exhibitions; caring for a collection; negotiating loan items; and/or handling inquiries from researchers and the public and are more appropriately classified as Curators.
4. Positions which, for a majority of the time (i.e., more than 50%), focus on document based collections and are responsible for appraisal, accession, arrangement, cataloging and description, preservation, outreach and instruction and are more appropriately classified as Archivists.
5. Positions which, for a majority of time (i.e., more than 50%), engage in the direct delivery of academic, career, or technical instruction to students individually or in a classroom setting and participate in curriculum development, overseeing student teachers, preparing student evaluations, and developing instructional materials and are more appropriately classified as Teachers.
6. Positions which meet the statutory definitions of management or supervisor as defined in s. 111.81 (13) and (19) Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission.
7. Positions which do not meet the definition of professional as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
8. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competition.

II. DEFINITION

LIBRARIAN

Positions in this classification are responsible for performing a full range of professional librarian duties in one or more library functions such as reference, cataloging, circulation, acquisitions, bibliographic instruction, and collection development. Librarians provide access to information in printed, electronic and other media forms for library patrons. Positions may also be responsible for the development and management of specialized collections such as government publications, periodicals, cartography and genealogy sections.

Functions include original cataloging; reference; creation of digital files and their metadata; development of bibliographies; management and preservation of library collections in all formats and media; assist with the retrieval of information resources; management and provision of user training on electronic network or web-based library programs and materials; statewide consultation and direction of specialized automated library systems; and the coordination of related outreach programs. Positions may involve responsibility for a library budget, the administration of library functions and programs, close

coordination with agency IT units, and coordination of the work of other library staff. Work is performed under general supervision.

Representative Positions:

Department of Public Instruction, Reference and Loan Library: This position is responsible for performing advanced database maintenance functions in support of the statewide library bibliographic database. Duties include maintenance and control of all data sent to the statewide database, detailed quality control evaluation, review and revision of bibliographic records and/or holdings in the database catalog, transfer of library data to the database, indexing and creating parameters for data batch loading, creation of schedules and specifications for data processing, and extractions of local library records from the database.

Department of Corrections: Major responsibilities include reference and information services to staff and inmates; maintenance of general library and law library collections; and supervision of the automated circulation and online catalog system. Other areas of responsibility include accessing online and CD-ROM based information systems for staff and patron use; grant development; assisting in the development of specialized collections for institution-wide education programs and staff development; planning and implementation of library programs, including supervision of interlibrary loan services; providing bibliographic instruction and library orientation; coordination of the photocopy operation; and the training and direction of inmate library clerks.

Wisconsin Historical Society, Library-Archives Division, Public Services and Outreach Librarian: This position manages daily operations in the library's microforms research room; coordinates public outreach programming for the Library-Archives Division, especially as it relates to genealogy; and provides general reference services to library patrons. Duties include assisting users to access the general academic, genealogical, government publications and microforms collections; assisting users to access and interpret all library finding aids, computer catalogs, stand alone and online databases, bibliographies, indexes, and similar access tools; providing answers for specific information of a "ready reference" nature from collections; providing consultation and advice on research strategies and methods which require in-depth use of the collections including resources available through the Internet. Additional duties include coordinating the development and implementation of outreach focused on genealogy and local history; planning workshops and public programs for delivery to genealogists and local historians; arranging for staff and outside speakers; publicizing workshops, classes, and other programming; and, maintaining a feedback system for capturing relevant patron satisfaction information and preferences for educational offerings.

Department of Justice (DOJ): This position provides legal research, reference and consultation support services to attorneys, paralegals, legal secretaries, and legal associates or end users of a Law Library with emphasis on the staff of the Division of Legal Services which operates much like a large size Law Firm. Major responsibilities include instructing users in the efficient and effective use of legal research tools for traditional, automated, and Internet-based resources such as Computer Assisted Legal Research, Online Public Access Catalogs, Westlaw, LexisNexis, West Digest System, LOIS and Wisconsin Legal materials, Internet Public Library, Librarian's Internet Index all of which are essential to the provision of services. This position participates in the Administration of the Law Library development, collection management; reviewing data needs to determine whether data collected provides useful information and managing the Computer Assisted Legal Research programs.

Department of Employee Trust Funds: This Librarian position has total responsibility for all aspects of ETF's Library, which includes planning, organizing, budgeting, researching, acquisitions and collection

development, cataloging and circulating the library holdings, providing effective reference and customer services, managing acquisitions and resource contracts from vendors and oversees user licenses

for electronic databases and journals This position has regular contact with Department executive, legal, management and program staff. The librarian also works with other agency librarians, Wisconsin Reference and Loan Library, Wisconsin Interlibrary Loan Service (WILS), vendors, and the public.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which perform professional librarian functions. The creation of this classification resulted by collapsing Librarian, Librarian-Objective and Librarian-Senior which were abolished effective April 9, 2000, and announced in Bulletin CLR/SC-110. This classification was modified effective November 8, 2009, and announced in Bulletin OSER-0252-CLR/SC, as the result of the Archivist, Curator, and Librarian Personnel Management Surveys.

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