

DUTIES OF THE LIBRARIAN

Under the direction of the Assistant Dean of Instructional Resources:

1. *Assists the Dean in administering established College Library policies, rules and regulations.*
2. *Assists the Dean in the preparation of reports, surveys, studies and analyses of Library services.*
3. *Provides bibliographic and reference service to students and faculty.*
4. *Supervises Classified staff and student assistants as appropriate.*
5. *Participates in the selection and weeding of books and other materials in the Library's collection development program.*
6. *Instructs students in the use of Library materials and services.*
7. *Directs the cataloging and processing of newly-acquired materials.*
8. *Prepares exhibits, displays, brochures, newsletters and other materials publicizing Library services.*
9. *Supervises the ordering and purchasing of Library materials.*
10. *Supervises the operation of the Circulation and Periodical Desks and of the Interlibrary Loan Program.*
11. *Compiles bibliographies, reading lists and other learning materials for the Library's instructional program.*
12. *Collects, processes and organizes suitable material for the College Archives.*
13. *Performs other duties as assigned.*