

LIBRARY SERVICES SUPERVISOR

TITLE DEFINITION

LIBRARY SERVICES SUPERVISOR

This is supervisory work related to the provision of library support services for a library program or sub-program of a state-operated library. Positions allocated to this title definition supervise two or more full-time employees, which may include subordinate-level supervisors. Work is performed under general supervision.

Examples of work include, but are not limited to:

- Establish unit operating procedures, and implement overall library policies and procedures
- Inform employees of changes in policies and procedures, and provide training and assistance as necessary
- Monitor and report on work flow for the unit, and organize work flow for effective processing of materials
- Prepare serials in all languages for commercial binders
- Implement catalog editing policies
- Evaluate cataloging and catalog editing policies as to impact on workload and work flow of catalog services
- Prepare and maintain necessary statistical records
- Answer the most difficult questions posed by patrons of the library
- Establish policies, procedures and organizes work flow for processing all materials for reproduction and finishing of catalog cards
- Reconcile the student budget balance with the administrative office's figures, and report discrepancies to that office.
- Supervise all procedures for handling orders, lost books, and fines
- Prepare procedural directives and establish chain of command for staff regarding circulation functions
- Supervise operation of the microfilm laboratory
- Develop policies and procedures for the filing program
- Supervise receipt and re-card reserve lists
- Supervise reserves office, to include acquisition and processing of materials
- May direct students or other limited-term staff