

## Summary of Library Staffing

### The Library is staffed by:

- .83 FTE professional librarian
- .75 FTE library assistant
- sixty hours /week of work study student employees

### Summary of Duties & Assignments

The librarian position is the most comprehensive position in the library, being administrative, operational, instructional, and institutional. (For more detail see *Librarian Role Description*)

- Administrative - budgeting, planning, assessing, reporting, hiring, training and supervising, documenting procedures for the library
- Operational - selecting materials, providing assistance to students, maintaining functionality of electronic resources and library systems, cataloging
- Instructional – information literacy instruction in the classroom, one-on-one tutoring
- Institutional - participating on institutional committees, including ASCR Committee, Budget Committee, IT/Web Committee, ASCR Online Instruction Subcommittee, Self-Study Steering Committee

The library technician position is operational, supervisory, and institutional. (For more detail see *Library Assistant Role Description*)

- Operational - providing assistance to students, cataloging and processing books, performing clerical support
- Supervisory –overseeing daily operations of library front desk, including training and supervising work study student employees
- Institutional - - participating on institutional committees, including Diversity Committee, Self-Study Steering Committee, Enrollment Management Committee

The library work study positions are operational. (For more detail see *Library Work Study Role Description*)

- Operational – providing assistance to students and faculty, checking books in and out, shelving, processing books and media, answering phones, maintaining magazine check-in and display