

ACE Proposal 12/12/08

~~WEST VALLEY MISSION COMMUNITY COLLEGE DISTRICT~~
APPENDIX D

TITLE: LIBRARIAN FACULTY

Introduction:

Librarians are members who are assigned a majority (i.e., 50% or more) of their time to librarianship or closely related activities.

The duties of the librarians consist of library-related assignments ~~that total a minimum of thirty (30) hours per week~~ and other responsibilities which are necessary for the effective and efficient operation of the librarian's department, division, college and the District **that total a minimum of 32.8 hours per week in accordance with Article 18.**

Duties and Responsibilities:

~~Libraryian~~ **faculty duties and responsibilities** are assigned **in accordance with Article 19.9** ~~are assigned by the Director in consultation with the librarian and the supervisor~~ and may consist of one or more of the following:

1. Work with students at the reference desk.
2. Manage the acquisitions, technical processing, reference, circulation and audio-visual functions of the library.
3. Provide reference assistance for students and staff.
4. Evaluate, select and discard print and non-print library materials to keep the library collection current with curriculum.
5. Provide bibliographic instruction to students.
6. Coordinate library activities with the instructional and counseling faculty.
7. **Assist in the Hire, train and supervise hiring, training, and supervision of** classified and student staff.
8. Manage the library computer system.
9. ~~Teach applicable courses in library methods, etc.~~ **Librarians may also be assigned to teach one or more library courses during a semester.**
10. Librarians have the option of teaching outside their primary area on an overload basis. To be eligible for an assignment outside their area of primary responsibility, they must qualify through the established guidelines.
11. Librarians who teach classes must comply with the duties required of ~~the~~ **academies instructors** as outlined in their job description, including ~~1/2 hour of~~ office hours **in accordance with Article 100.7** ~~for each section taught.~~

In addition to the library-related duties outlined above, librarians are expected to ~~assume~~ **perform** institutional responsibilities ~~which are of value to their department, division, college and/or District~~ as delineated in Articles **18 and 22.**

Board Approved: September 19, 1991