

MARYLAND STATE LAW LIBRARY  
POSITION DESCRIPTION

TITLE:

CLASSIFICATION: LIBRARIAN III  
FUNCTIONAL TITLE: MANAGER, U.S. GOVERNMENT  
INFORMATION/INTERLIBRARY LOAN SERVICES

GRADE: 15

FLSA STATUS: EXEMPT

MAIN PURPOSE OF POSITION:

Manages all activities of the U.S. Government Information Unit of the library as well as all interlibrary loan services extended to clientele. Provides advanced professional reference/research assistance to appellate courts and court-related staff, government officials, as well as the general public. The position supervises one full-time paraprofessional assistant and two part-time library volunteers. The incumbent is responsible for tracking technological development in library automation, especially as applies to reference, cataloging and I.L.L. activities and assists with the staff training in the use of on-line products. The work of the Government Information Manager is performed independently with direction from the State Law Librarian.

DUTIES AND RESPONSIBILITIES:

- A. Manages the U.S. Government Information Unit of the State Law Library. The position supervises one full time paraprofessional and two part-time volunteers and is responsible for the planning, implementation and review of federal government information services, procedures and programs. Serves as the primary contact on government document issues, which includes the responsibility for meeting the library's collection and services as a U.S. government depository library.
  - A1. Provides full reference and bibliographic services.
  - A2. In consultation with professional staff, establishes unit goals, designs and implements effective procedures and proposes policies for the development, organization and use of this collection.
    - 1. By assisting clientele in clarifying their information needs and using the documents in print and electronic formats.
    - 2. By providing instructions and identification location of documents.

3. Collaborates with other library units to enhance reference services and access to government documents.
  4. Utilizes automated resources including searching CD Rom and dial-access files and navigates through the Internet as appropriate to find needed information.
- A3. Manages collection development activities of this unit, including decisionmaking regarding selection and deletion, of government publications. Drafts collection development policies for approval by Administrator.
  - A4. Decides which new federal government titles will be cataloged and the classification scheme to be used.
  - A5. Oversees the weeding and de-accessioning of titles according to G.P.O. Superintendent of Documents guidelines.
  - A6. Participates in selection of new staff for this unit and insures adequate training and supervision of unit personnel.
  - A7. Monitors unit services and activities, compiles statistics and prepares reports as needed.
  - A8. Plans and monitors availability of resources and equipment required to access and use all formats of government information received.
  - A9. Provides in-service training/instruction in use of government information received in various electronic formats. Prepares research guides, as necessary, to facilitate access to the collection.
  - A10. Establishes, when advisable, satellite G.P.O. collections and actively manages those off site depository agreements and serves as liaison with Annapolis State agencies on their federal government information needs.
  - A11. Participates in various G.P.O. depository programs and continuing education efforts and serves as library's liaison with local and out-of-state government depository libraries.
  - A12. Supervises processing of government publications and makes recommendations for streamlining this labor intensive exercise through use of software programs designed for this library function.
  - A13. Periodically manages the activities, including the selection of projects, of graduate library school interns who receive course credit for practicums dealing with U.S. government publications.

- B. Responsible for the supervision and implementation of all materials borrowing and lending activities of the State Law Library Interlibrary Loan Unit. Responsible for keeping current with technological developments in this library resource sharing function and applies them to the unit's operation.
  - B1. Oversees the operations of the I.L.L. unit and serves as the primary service contact for I.L.L. services extended to courts and other library users. Supervises two staff members who devote part of their jobs to I.L.L. functions.
  - B2. Performs routine as well as advanced bibliographic verification of those requests for which routine processing is not sufficient to identify/locate needed materials and uses professional judgment to seek subject assistance elsewhere. Uses on-line/CD technologies and non-automated sources for locating resources for users.
  - B3. Periodically re-evaluates the library's I.L.L. policy to come into compliance with statewide uniform guidelines and recommends needed changes to library administration.
  - B4. Monitors I.L.L. services, compiles statistics and reports on activity as needed.
  - B5. Participates in statewide I.L.L. consortia and training programs.
  - B6. Coordinates and reviews the document delivery systems used to borrow and return materials (U.P.S., MILO, mail, fax, e-mail).
- C. Provision of professional reference/research assistance to inquiries received from library clientele.
  - C1. Answers a variety of reference/research questions by providing information and or referral services using both print as well as electronic resources.
  - C2. Receives and evaluates requests for material not available in the library's collection and identifies alternative resources existent in the collection when appropriate.
  - C3. Maintains close liaison with clients and determines action to be taken to fill difficult information requests. Identifies and uses informational resources within the court system and other government agencies as well as outside institutions in order to answer inquiries.

- C4. Anticipates client requests for information and conducts searches for sources which may enhance effectiveness of the library's in-house I & R files with concentration on federal government issues.
  - C5. Assists with the planning and implementation of library instructional efforts. These efforts include conducting orientations, informal lectures and workshops tailored to the needs of court staff and other library clientele on use of the legal and government publications collections and understanding of the lawmaking functions of government.
- D. Acts as library's principal facilitator with developing electronic information resources and services which may be utilized by library staff and users. Significant input into planning and training activities will become responsibilities inherent in the effort to apply new technologies to meet the library's information and research needs.
- D1. Assist in the development of long and short range plans for the use of computer-based technology for use of staff and users.
  - D2. Assist with the training of library staff, court personnel in use of computer-based technology, including e-mail, Sailor, the Internet and various CD products.

## MINIMUM QUALIFICATIONS:

### REQUIRED:

EDUCATION: Masters Degree in library/information sciences from an ALA accredited graduate library school, including successful completion of course(s) in legal research.

EXPERIENCE: At least two years experience as a professional librarian, one in a reference/research position with significant experience in use of on-line and other electronic search mechanisms, including, OCLC and use of federal government information. At least one year experience in interlibrary loan networking.

DESIRED: Additional year experience in government publications collection and demonstrated familiarity with current trends and issues in the dissemination of government information and the organization and utilization of U.S. depository publication materials.

EQUIVALENCY: An equivalent combination of education with at least 5 years of relevant professional experience in a reference department specializing in government information may be substituted for the M.L.S.

KNOWLEDGE OF: Principles, trends and practice of professional library work; modern library methods, techniques, equipment and terminology; standard legal, and U.S. government reference materials (automated and print); the law-making processes found in the three branches of government; the law book publishing industry; current library technology as it applies to public services, bibliographic and serials control; indexing and classification methods especially the Superintendent of Documents classification scheme, cataloging practices and standards; the OCLC Cataloging and Interlibrary Loan subsystems; and wide variety of on-line and CD Rom databases and their search systems.

ABILITY TO: Apply professional knowledge to the practical problems of the job; establish and maintain effective working relationships with library users and co-workers; analyze situations accurately and adopt an effective course of action; work independently with minimal direction; plan and organize work efficiently; communicate effectively in writing and orally; maintain detailed records and prepare reports; operate various office equipment including personal computers, compact discs,

online databases and networks including SAILOR and the Internet, photocopiers and fax machines; lift books above shoulder height; process a variety of library materials; and train and provide work direction, and supervise others.