



POSITION DESCRIPTION

Department:	Library Academic Services
Classification Title:	Library Services Specialist III
Working Title:	Public Services and Collections Specialist
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

The Special Collections and Archives Department collects, preserves, and provides access to primary sources, specializing in unique and rare materials related to California and the Central Coast region. Examples include architectural records, artists' books, photographs, audio-visual materials, and other types of materials that libraries separate from general collections for special stewardship and curation. These primary source materials enrich the polytechnic curriculum of the university. Services and programs have been developed to support the use of these collections for teaching and learning, research and scholarship, community archiving, publication, and other academic and creative projects. The department is also responsible for the University Art Collections, and the University Archives, which is the official repository for historical records related to the development and growth of California Polytechnic State University.

Under the general supervision of the Director of Special Collections and Archives, this position provides essential work related to public service fulfillment, operational support, collections processing and space management support, and addition specialized project support.

Duties and Responsibilities

The following examples illustrate typical work activities in Special Collections and Archives and are not meant to be all-inclusive or restrictive:

Essential Job Functions	Daily	90%
<ol style="list-style-type: none"> 1. Manages the operation of the Reading Room where research and other activities requiring access to original materials are conducted. Provides direct services to diverse user communities that include Cal Poly students, faculty, and staff; members of the local community; and researchers and scholars from around the world. Ensures accessibility for all users and maintains an atmosphere of care and inclusion. 2. Responsible for answering reference questions related to the department collections, which may include conducting research. May coordinate with department personnel to answer complex queries. Guides researchers in the discovery and use of collections using online systems and tools, including the process of placing requests for materials before research appointments. 3. Manages appointment scheduling for the Reading Room appointment using calendaring applications. Anticipates and provides space, equipment, and supplies needed for appointments. Performs the paging and reshelving of all requests with assistance from student assistants. Transports collections between buildings using an eCar following required training. 		

4. Ensures Research Registration Forms are properly completed, which include signature-required agreements related to handling and security guidelines, copyright, and Fair Use. Follows best practices related to the handling and security of fragile, irreplaceable materials, and ensures adherence to guidelines by all users.
5. Reviews materials for condition issues and access restrictions before appointments. Adheres to access restrictions and follows related protocol.
6. Fulfills reprographics requests and use permissions, including licenses. Guides researchers in placing requests and completing forms. Completes requests and answers queries in a timely manner. Provides information related to intellectual property rights held by Cal Poly and provides information about copyright and permissions in cases when Cal Poly does not hold the copyright to materials. Coordinates receiving and processing of fees.
7. Coordinates requests for digitization with department personnel.
8. Supervises student employees supporting public services; Reading Room activities; reprographics and use requests; collections and stacks maintenance; and other projects and tasks that improve public services, department operations, and move planning and execution.
9. In coordination with department personnel, assists with inventorying, processing, and deaccessioning of archival collections according to national standards and local practices for arrangement and description when needed.
10. In coordination with department personnel, assists with special projects to support the department's move back to Kennedy Library, including preparing and packing collections, spaces, and supplies.
11. Carries out basic preservation projects to prepare the collections for the physical move back to Kennedy Library.
12. Responsible for administrative functions and tasks such as ordering /reordering and organizing of supplies.

As Needed

10%

1. Improves processes and practices, recommending procedural and policy changes when applicable as they related to essential job functions.
2. Performs other job-related duties and special projects as assigned

Required Education, Experience, and Credentials

Education and Experience:

- High School or Equivalent certification plus three years of related library and/or clerical experience or an equivalent combination of experience and education.

Licenses, Certificates, Credentials:

- None

Required Skills, Knowledge, and Abilities

1. Thorough knowledge of, or ability to learn, interpret and follow, standards, policies, procedures, systems, and best practices in special collections and archives as they relate to reference, reading room operations, reprographic services, collections management, space management, and the ethical use of and access to, and care and protection of collections and resources.

2. Ability to be customer-oriented and service-centered in the execution of duties and responsibilities.
 3. Demonstrated understanding of and commitment to diversity, equity, and inclusion in the workplace and the delivery of library public services.
 4. Ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
 5. Demonstrated ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University.
 6. Ability to evaluate, analyze, interpret, and communicate policies, procedures, and complex information.
 7. Demonstrated ability to maintain confidentiality, to follow archival ethics standards related to collections, to use tact and diplomacy in a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
 8. Ability to provide lead work direction to student employees in the department.
 9. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
 10. Strong written and verbal communication skills to be able to prepare and compile information in an organized manner as well as prepare and present internal library reports.
 11. Excellent computer skills and proficiency with a variety of computer applications including word- processing, spreadsheets, databases, online systems, the Internet, online calendaring, and email, and to perform technical work or assist patrons.
-

Preferred Skills and Experience

- Experience with public service delivery in library special collections and archives, including reference, research, and reprographic and licensing requests.
- Experience with collections and space management in library special collections and archives.
- Knowledge of Fair Use, Copyright, and intellectual property protection as they relate to use of special collections and archives.
- Post-secondary education, training, or credentialing.

Special Conditions

- Must be able to successfully pass a pre-employment background/fingerprint check.
- Must be able to handle large, heavy books, boxes, and other materials (40 lbs. max) and to safely maneuver fully loaded book trucks (300 lbs. max).
- To provide materials requested by patrons, must be able to retrieve items from library shelves.
- Must be able to work in an environment typical of academic libraries, including exposure to dust, variable indoor temperatures and ventilation, regular contact with the public, interruptions in a fast- paced environment, and moderate levels of noise.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis. Must be reliable and flexible to work various shifts (as applicable), including weekends, evenings, and nights, and be willing to switch shifts to meet operational needs.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

- Must be willing to travel and attend training programs off-site for occasional professional development.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
----------------	-----------	------

SUPERVISOR: I certify that all statements on this form are complete and accurate.

Jessica Holada, Director of
Special Collections and Archives

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
-------------------------------------	-----------	------

UNIT HEAD: I certify that all statements on this form are complete and accurate.

Adriana Popescu, Dean
of Library Services

UNIT HEAD NAME AND TITLE	SIGNATURE	DATE
--------------------------	-----------	------

HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: <u>LSS III</u>
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: <u>288/1</u>
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: <u>R09</u>
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: <u>N/A</u>
<input type="checkbox"/> COI Position		Classifier Initials: <u>LD</u>
Recruitment Number: _____		Date: <u>8/23/24</u>