

# Position Classification Standard for Librarian Series, GS-1410

## Table of Contents

<b>SERIES DEFINITION</b> .....	<b>2</b>
<b>EXCLUSIONS</b> .....	<b>2</b>
<b>OCCUPATIONAL INFORMATION</b> .....	<b>3</b>
<b>TITLES</b> .....	<b>6</b>
<b>EVALUATING POSITIONS</b> .....	<b>6</b>
<b>GRADE CONVERSION TABLE</b> .....	<b>7</b>
<b>FACTOR LEVEL DESCRIPTIONS</b> .....	<b>7</b>
FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION .....	7
FACTOR 2, SUPERVISORY CONTROLS .....	11
FACTOR 3, GUIDELINES .....	13
FACTOR 4, COMPLEXITY .....	14
FACTOR 5, SCOPE AND EFFECT .....	16
FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS.....	17
FACTOR 8, PHYSICAL DEMANDS .....	18
FACTOR 9, WORK ENVIRONMENT .....	18

## SERIES DEFINITION

This series includes positions that involve supervision or performance of work that requires primarily a full professional knowledge of the theories, objectives, principles, and techniques of librarianship, to select, organize, preserve, access, and disseminate information. This includes determining the most cost-effective way to provide information that will best meet user needs. Typical functions in librarianship are collection development, acquisition, cataloging and classification, reference, circulation, computer system and data base management, and preservation. Some positions also require knowledge of one or more subject-matter specializations or foreign languages.

This standard supersedes the standard for the Librarian Series, GS-1410, issued in February 1966, and the grading criteria for Librarian positions found in the Guide for the Classification of Positions Providing Professional-Level Library and Information Services, also issued in February 1966.

## EXCLUSIONS

1. Classify in the [Technical Information Services Series, GS-1412](#), positions that involve a combination of a practical knowledge of one or more techniques for organizing, accessing, or disseminating information, and a broad knowledge of one or more scientific, engineering, or technical or other disciplines or fields of interest sufficient to understand the significance and relationships of the concepts contained in the literature.
2. Classify in the [Job Family Standard for Administrative Work in the Information Technology Group, GS-2200](#), positions that primarily involve knowledge related to analyzing, managing, or performing work necessary to plan, develop, acquire, document, test, integrate, maintain, or modify systems for processing data or solving problems by using digital computers. Many libraries have positions that require a subordinate knowledge and skill in computer capabilities, network and telecommunications capabilities, and processing techniques. Classify these positions in the Librarian Series, GS-1410, where the work requires a full professional knowledge of librarianship as the primary requirement of the position.
3. Classify positions involving education and training to the [Education and Vocational Training Series, GS-1710](#), when the work primarily requires a knowledge of the principles, practices, and techniques of education and some knowledge of library science.
4. Classify in the [Library Technician Series, GS-1411](#), positions that involve a practical knowledge of library functions and services and the ability to apply standard library methods and procedures in support of library or related information programs and operations.
5. Classify in the [Contracting Series, GS-1102](#), positions that require a professional knowledge of procurement procedures and contract evaluation, administration, and termination as the primary requirement of the position.

6. Classify in the [Archivist Series, GS-1420](#), positions that primarily require professional knowledge of archival principles and techniques. Archives are those documents officially produced by an agency, an organization, or an individual that, taken in the aggregate, serve to record the operations or activities of that institution or individual.
7. Classify in the [Museum Curator Series, GS-1015](#), positions that primarily administer, supervise, or perform professional work related to scholarly research, collections, and exhibits in Federal museums.
8. Classify in the [Medical Records Administration Series, GS-0669](#), positions that involve primarily the management and administration of diagnostic and therapeutic medical records.
9. Classify in the [Language Specialist Series, GS-1040](#), positions that involve primarily accurate translations and/or interpretations from a foreign language into English or from English into a foreign language.
10. Classify in the [Public Affairs Series, GS-1035](#), positions that have as their primary requirement the establishment and maintenance of mutual communication between Federal agencies and the public.
11. Classify in the [Miscellaneous Administration and Program Series, GS-0301](#), positions that involve nonprofessional, two-grade interval library or information work that is not properly classified in the GS-1412 series.

## OCCUPATIONAL INFORMATION

The primary focus of the library profession is the management of information. The mission of the librarian is to provide timely and relevant information to the clientele. Librarians provide guidance and access to information resources, both within the physical confines of the library and beyond the library through data bases, telecommunications networks, and cooperative arrangements. The degree to which they access these resources depends on the mission of the organization of which they are a part, and the needs of the clientele served. The services and information that librarians provide include print and special format materials (books, journals, photographs, videotapes, electronic data bases); bibliographic citations, that is, lists of particular information resources; other reference information; instruction to clientele on how and where to find relevant information and how to assess its quality; and information that answers user questions directly.

To provide access to pertinent information, librarians organize and classify materials using knowledge of the theories, concepts, and practices by which information is categorized and ordered. Librarians also use knowledge of sources of information and how to obtain access, knowledge of resource sharing and electronic networks, and knowledge of how to preserve and store physical holdings.

Some library technician work may appear similar to some of the work performed by librarians. The principal distinctions lie in the type and scope of knowledge required, and the functional role of the position. While many librarians are specialized, the essence of librarianship is a knowledge of how all of the components of a library or other information system work together. A librarian must understand the principles and concepts underlying the organization and management of information resources, and the role each specialized function plays to create a whole library, library system, or information center. With the requisite knowledge, the librarian is able to function on a professional level in most libraries, library systems, or information centers. The nature and size of a physical collection does not determine the need for a librarian. Instead, this depends on whether the clientele requires the full range of information services that only a librarian can provide.

By contrast, many library technicians become highly skilled in a library function or functions, but the knowledge involved is gained through specific work experiences and training in libraries and is typically more functionally specific. A second major distinction is that technician work is essentially in support of the work of librarians or information specialists. This is true whether the technician works in the same or in a different location than the librarian/information specialist.

For detailed guidance on distinguishing technical support work from professional work, see the [Introduction to the Position Classification Standards](#) and [The Classifier's Handbook](#). Use these references to determine whether or not the function as performed in a given setting requires primarily the application of professional knowledge and ability or a practical knowledge of the methods and techniques involved in the function.

*TYPES OF FEDERAL LIBRARIES* - Libraries vary in size, mission, and clientele served. Federal libraries range from one-person units to large organizations with hundreds of employees. They include general libraries that are similar to a public library, and a variety of specialized libraries serving one or more specialized groups of users.

Many Federal libraries are specialized. These include academic libraries supporting an undergraduate or graduate program, law libraries, medical libraries, business, social science and humanities libraries, and scientific and engineering libraries. They maintain specialized collections and access to specialized data bases that reflect the needs of attorneys, law students, auditors, diplomats, professional health practitioners, medical students, medical and legal researchers, scientists, engineers, military specialists, and professional staff in virtually all disciplines. Federal libraries provide research, scientific, and technical information to support the varied missions of Federal agencies.

*ORGANIZATION AND FUNCTIONS* - Library functions are typically grouped into public services and technical services, the former encompassing that part of the library's work that is in direct contact with users, and the latter constituting the nonpublic functions of the library. Public services generally include the public access catalog (card or on-line), circulation, reference and other user services, interlibrary borrowing and document delivery from other libraries, collection management, and selection and evaluation of information resources. Technical services traditionally encompass acquisitions through purchases, gifts, and exchanges;

cataloging and classification; interlibrary loan and document delivery services to other libraries; automated systems support; shelving; claiming; and preservation and conservation.

*IMPACT OF CHANGING TECHNOLOGY* - All Federal libraries are to a greater or lesser degree affected by automation. Virtually all libraries have, at a minimum, personal computers for such tasks as circulation statistics and budget preparation. Many also have one or more electronic storage readers with periodical indexes, texts of newspapers, and other user-accessible services. Most have either an on-line capability or subscription to electronic storage services that provides access to one or more large data bases of bibliographic information (such as cataloging information, reference data, and interlibrary loan services), and in some cases of full-text material. Many are part of an electronic network, using gateways to access greater resources. At the other end of the spectrum are libraries with complete integrated library systems incorporating modules for all of the library's internal functions, remote access to the on-line catalog through wide area network or dial-up, electronic storage systems, high-speed telecommunications capabilities, and other electronic information services. Some Federal libraries develop information products. This type of work involves needs assessments, analysis, development, testing, evaluation, and dissemination of a variety of products (e.g., optical disks, databases, electronic bulletin boards, and interactive videos).

The continuing and increasing availability of information, and the increasing sophistication of tools that enable librarians and end users to access that information quickly have greatly affected libraries in other ways. One problem faced by librarians is greater difficulty in choosing what to keep in the library's own collection, what to access, what to exclude, and how and where to search the growing base of information. More sophisticated tools permit creating greater numbers of access points for each information item. For example, search programs can locate an item not only by title, author, or general subject area, but also by key word or strings of words in or out of context, by language, by corporate source, or by geographic reference. These capabilities make access to large quantities of information more readily available, while at the same time increasing the complexity of constructing a search, evaluating the results, and selecting the most relevant and timely information to meet user needs.

With the advent of electronic storage technology and other means of locating information without incurring on-line costs, more direct end-user involvement in searching becomes feasible. This capability by no means signals an end to the reference function, however. The proliferation of information is so great that users typically have neither the time nor the knowledge of the literature or database content that would be required to conduct a thorough search. They rely instead on librarians to perform initial searches to identify more manageable clusters of information before they become directly involved. Or they may start with a system that is designed for end users to locate some references, then return to the librarian to pursue a topic in greater depth.

Rapid and continuing technological change increases the demand on library management for short- and long-term planning. First, librarians continually need to evaluate new technological tools, and to try to anticipate the next development and its effect on information access. Second, automated and telecommunications systems tend to have a life cycle of only a few years, which means that library management has to plan for conversion to the next generation on a frequent

basis. Finally, library management must plan for facility modifications, that is, the physical changes that may be needed to accommodate new systems and telecommunications requirements (e.g., physical space and electrical system support for high-speed high-volume data transmission).

*TERMINOLOGY* - A glossary is not included in this standard because any listing of terminology in the library field would be unwieldy or of limited utility due to continued changes in technology. For definitions of standard terms, see the current editions of the "ALA Glossary of Library and Information Science," Heartsill Young, Ed., American Library Association, Chicago, and "The Librarian's Thesaurus," American Library Association, Chicago. For current meanings of evolving terms, especially in the automated systems area, consult other appropriate sources that are recognized by the library community.

## TITLES

*Librarian* is the title for all nonsupervisory positions in this series.

*Supervisory Librarian* is the title for positions that meet the criteria in the [General Schedule Supervisory Guide](#).

*Parenthetical Titles* - Agencies may choose to add parenthetical titles to the above titles when further distinctions in the work are necessary for recruitment or other purposes. For example, it may be desirable to add parenthetical titles to indicate subject matter and/or foreign language specializations or specific functional areas (e.g., reference, cataloging) to best portray the nature of the work assigned to the position.

See the [Introduction to the Position Classification Standards](#) for additional guidance on using parenthetical titles.

## EVALUATING POSITIONS

Evaluate nonsupervisory positions using the factor-level descriptions and assigned point values in this standard. Use the [Primary Standard](#) and related FES standards to assist in evaluating positions that may warrant higher or lower factor levels than those described. See [The Classifier's Handbook](#) and the [Introduction to the Position Classification Standards](#) for more information.

Apply the [General Schedule Supervisory Guide](#) to positions that meet the criteria for coverage.

## GRADE CONVERSION TABLE

Convert the total points on all evaluation factors to GS grade as follows:

GS Grade	Point Range
9	1855-2100
10	2105-2350
11	2355-2750
12	2755-3150
13	3155-3600
14	3605-4050

## FACTOR LEVEL DESCRIPTIONS

### FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

#### *Level 1-6 -- 950 Points*

Knowledge of standard methods, techniques, concepts, and principles of one or more specialty areas of librarianship is required to perform independently assignments in locating, classifying, selecting, controlling, or preserving information. Assignments can be successfully performed without significant deviation from established methods and precedents. Assignments usually involve providing professional library services to meet a clientele's nonspecialized needs, such as general reading, viewing videotaped movies or instructional videos, and/or listening to music, literature or instructional material on audio cassette; or they may consist of limited segments of more complex assignments regarding specialized information needs. Assignments at this level are generally characterized by such features as:

- ! services and products (e.g., bibliographies, cataloging records) are nontechnical in nature or of limited technical complexity, and seldom require going beyond easily-accessed sources of information;
  
- ! information is obtained, organized, and maintained using standard reference tools and established techniques and practices, such as an overall classification system (e.g., Library of Congress, Dewey Decimal) and cataloging rules with prescribed local modifications, customary reference interviewing techniques, standard search strategies, commonly used bibliographic information sources and professional journals in the library field, or accepted practices for maintaining the quality of contemporary print materials;

and

- ! participation in formulating plans for collection development, changes in physical facilities, or improved automation services is limited to developing factual data, such as usage statistics for certain journals or books, frequently asked reference questions, or descriptions of problems with particular software.

*Illustrations:*

- The librarian provides reference services where needs are relatively easy to determine from client interviews or written requests, and the bibliographic source materials are readily accessible, i.e., found within the library's collection or can be located within a data base by use of standard search procedures. The librarian prepares current awareness bibliographies based on user interest profiles.
- The librarian serves as librarian-in-charge of a limited specialized collection within the larger library, such as materials on management techniques, a contractor reading room, or popular fiction in foreign languages.
- The librarian performs original cataloging in machine-readable cataloging format where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within standards such as the current Anglo-American Cataloging Rules; the material is such that assignment of subject headings can be determined relatively easily by comparing the content with a standard list of terms, e.g., Library of Congress Subject Headings or the Medical Subject Headings developed by the National Library of Medicine.
- The librarian assists a senior librarian by writing portions of procedures manuals for automated library operations, evaluating equipment and reviewing software, and instructing library personnel in the use of new software packages and adaptations.

*Level 1-7 -- 1250 Points*

Knowledge of a wide range of duties in one or more library functions is required to:

- ! modify standard library practices, precedents, and techniques; adapt computer systems; or make significant departures from previous approaches to similar problems or projects to solve a variety of information access, dissemination, and preservation problems;
- ! evaluate, select, and adapt precedents to meet specialized information requirements; and
- ! apply standard practices of other disciplines as they relate to the librarian profession (e.g., physical and biological sciences, social sciences and humanities, languages, engineering, law, medicine, archival work, curatorial work, contracting, computer systems analysis).

At this level, assignments typically include a broad area such as reference, cataloging, or computer services; a specialty within a functional area requiring considerable depth of



knowledge of the specialty, e.g., preservation of rare books, serials cataloging; a specialty within a functional area requiring knowledge of a particular subject such as engineering or a foreign language, or familiarity with a subject field such as biological sciences or a language group; responsibility for a special program such as gifts and exchanges; staff assignments relating to program planning or coordination of services, such as physical facilities modification, or contracting and contractor oversight; or as librarian-in-charge of a library that serves clientele with varied information needs, including some technical and other specialized materials.

Knowledge is used to locate information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic data bases; to catalog difficult material, sometimes requiring knowledge of a foreign language and/or considerable knowledge of a subject-matter area (e.g., medicine, law, earth sciences, military history, space science) or specialized bibliographic area (serials, rare books, maps, photographs, audiovisuals, software, etc.), or to manage a library providing the full range of services. Reference, serials, and acquisitions librarians at this level make authoritative recommendations on collection development and source selection, instruct clientele in how best to make use of library resources, and provide training in end-user search systems. Catalogers either perform the full range of original cataloging duties for a variety of materials, or specialize in a type of difficult information, such as serials, maps, or rare books, or specialize in one or more language and/or subject areas.

*Illustrations:*

- The librarian directs a library serving the general information and recreational reading needs of clientele such as military personnel and family members, or providing the specialized information needs of clientele such as medical treatment specialists, attorneys, engineers, or scientists. The librarian manages the library program, including defining the scope of collection; planning and executing the budget; marketing library services and products to current and potential clientele; evaluating and acquiring computer hardware and software; evaluating vendor services in terms of cost-effective service; establishing library operating policies regarding circulation, collection access, hours of operation, etc; making long-range plans for new and/or enhanced services and upgraded or new physical facilities; making decisions regarding initiation or continuation of particular journal subscriptions; and exercising accountability over the library's collection.
  
- The librarian provides comprehensive reference, research, advisory, evaluative, and instructional services to individuals and groups in related departments (e.g., Engineering and Physical Sciences) in an academic institution. The librarian uses knowledge of specialized information sources including the structure, content, and access protocols of relevant data bases to produce selected and annotated bibliographies on specific subjects; compiles information packages for clientele; prepares a broad range of literature guides; and develops resource directories, in both paper and electronic format. The librarian gives instruction to faculty, students, and other clientele on the content, nature, and use of library resources, including how to search paper materials and various data bases and other electronic media. The librarian makes authoritative evaluations and recommendations on collection

- development (additions to and deletions from the library's collection) in one or more subject-matter areas in all formats, and including access to information outside the library walls.
- The librarian plans, evaluates, and recommends acquiring computer software and equipment to support extensive library functions; adapts existing software and reconfigures hardware to enhance operations and/or accomplish new tasks; works closely with computer specialists to translate library needs into automated systems (e.g., bring the library's on-line catalog into a wide-area network enabling users to access the catalog from their office or dormitory microcomputers); and advises library management on new generation requirements.
  - The librarian performs original cataloging where a significant portion of the materials require interpretation, judgment, and deviation from precedent. Many bibliographic elements are not covered by cataloging rules, or require interpretation. Subject categories are often too specialized to be included in published lists of subject headings such as the "Library of Congress Subject Headings" or "Medical Subject Headings", and headings specific to the library's needs must be devised or adapted by the cataloger. The librarian recommends new categories based on changes in the subject matter (e.g., refinement of plant pathology categories based on new research on global change), and creates new access points not available through older cataloging entries.
  - The librarian catalogs specialized, complex materials, such as serials, manuscripts, rare books, maps, atypical monographs, or nonprint media such as photographs, computer software, or art prints.
  - The librarian performs cataloging that requires special subject-matter expertise, such as East Asian religion and philosophy, or proficiency in one or more languages.

### *Level 1-8 -- 1550 Points*

Mastery of one or more major library functions (e.g., collection development, reference, serials management, cataloging, library automation) is required to:

- ! solve highly complex problems within the function, or problems that involve relationships among functions;
- ! make significant recommendations to change, interpret, or develop important or innovative information policies, programs, approaches, or analysis methods; or
- ! develop new approaches for other experienced librarians to use in solving a variety of problems or in expanding services.

In addition to knowledge described at Factor Level 1-7, knowledge of new developments in selecting, acquiring, preserving, accessing, organizing, and disseminating information is required at this level. Typically, the level of knowledge involved is that of an authority in a specialization, that is, either a broad functional area (e.g., cataloging criteria; preservation of rare materials), or in a narrower but very complex subject area (e.g., rare diseases; seismic research; history of jurisprudence). Also at this level are assignments that involve evaluating and advising

subordinate full-service libraries in a library system; and developing policies, programs, services and/or products for a library system or systems. Methods and techniques developed serve as models for other libraries outside of the agency or major component (such as bureau or major military command). Bibliographies, reports and other publications prepared; cataloging and classification practices developed; preservation techniques developed; and the like are cited as authoritative by other libraries.

### *Illustrations*

- The librarian serves as an expert in reference and information research. The librarian works with researchers in advanced fields of knowledge, using a wide variety of databases including full-text data bases, research and technical reports, legislative histories, specialized journal articles and/or historical materials to interpret and evaluate information pertinent to the research project at hand. Drawing upon this information, the librarian regularly advises experienced catalogers on supplementing the classification system and cataloging terms to reflect new fields of knowledge.
- The librarian serves as an interagency or Federal expert in the development of cataloging criteria for classifying new and changing fields of knowledge, and advises and guides other experienced catalogers.
- The librarian serves as senior staff librarian for a library system, and is responsible for developing and maintaining services and guidance for the library system to facilitate operations in the field. The librarian performs staff assistance visits and periodic evaluations of libraries in the system.
- The librarian is responsible for evaluating, acquiring, adapting, and maintaining automated systems to provide an integrated library system for a central library and telecommunications linkages with its branches. The librarian assists librarians in functional areas to develop specialized applications, and investigates new technologies, such as remote access to electronic storage devices.

## **FACTOR 2, SUPERVISORY CONTROLS**

### *Level 2-3 -- 275 Points*

The supervisor defines the librarian's scope of responsibility and the objectives, priorities, and deadlines. The librarian is provided with more detailed assistance in unusual situations that do not have clear precedents. For example, the supervisor or a senior librarian provides guidance on difficult cataloging decisions or how to locate source materials that are not readily accessible. Work may be assigned as a designated area of ongoing responsibility, such as being in charge of patient education materials.

The librarian plans and carries out the successive steps, handles deviations from established procedures, and resolves problems that arise in accordance with instructions, policies, previous training, or accepted library practices.

Completed work is usually evaluated for technical soundness, appropriateness to the needs of the library and its clientele, and conformity to policy and requirements. The methods used by the librarian in arriving at the end results are not usually reviewed in detail.

### *Level 2-4 -- 450 Points*

The supervisor defines continuing areas of responsibility or long-term assignments, sets the general objectives (e.g., turnaround time on reference requests), and indicates available resources; or, the librarian works within clearly defined operating goals and objectives established by higher echelons of the organization. Overall deadlines flow from the work situation (e.g., newly accessioned materials to be cataloged, number and types of reference requests), or, in the case of projects or reports, the librarian consults with the supervisor to establish priorities, deadlines, and resources required.

The librarian, having developed expertise in the particular specialty or function, is responsible for planning and carrying out the work, resolving most of the conflicts that arise, integrating and coordinating the work with other functional areas (e.g., cataloging, reference, preservation, collection development). The librarian interprets policy, regulations, and directives on own initiative in terms of established objectives. In some assignments, such as special projects, studies, or evaluations, the librarian also determines the approach to be taken and the methods to be used. The librarian keeps the supervisor informed of progress, potentially controversial matters, issues with far-reaching implications, and intractable problems.

The supervisor reviews completed work from an overall standpoint in terms of feasibility, compatibility with other library or information program requirements, or effectiveness in meeting objectives or achieving expected results.

### *Level 2-5 -- 650 Points*

The supervisor provides broad administrative and policy direction through discussion of program goals, availability of financial and staff resources, and national, agency, and other general policies affecting the overall direction of the library program.

The librarian works under broad delegated authority for independently planning, scheduling, coordinating, carrying out, and monitoring the effectiveness of operations of a library or library system. The librarian exercises considerable discretion and judgment concerning the interpretation and implementation of existing policy and in making analytical and technical decisions that lead to, or form the basis for, major library policy and operational decisions by top management. In performing the work, the librarian makes extensive unreviewed technical judgments in the specialization, functional area, or in program management.

The supervisor and higher level officials consider the work as technically authoritative, and normally accept the librarian's recommendations without significant change. The librarian's

actions, decisions, and recommendations are reviewed primarily for fulfillment of program objectives, effect of advice and influence on the library program, mission-support effectiveness, or, where appropriate, the contribution to the advancement of the librarian profession. The supervisor usually evaluates recommendations for new or revised projects or policies in terms of impact on the organization's overall mission, broad library and information program goals, and/or national library and information priorities.

### **FACTOR 3, GUIDELINES**

#### *Level 3-3 -- 275 Points*

Guidelines include library and agency information policies, regulations, and operating procedures; cataloging rules and formats; authorities lists; subject heading lists; professional and technical literature; accreditation standards; and in some cases, Federal contracting regulations. The guidelines are not completely applicable to the work or have gaps in specificity. For example, classification system policies require some interpretation to cover new and evolving subject matter areas, or as new sources of materials for reference searches become available.

The librarian uses judgment in interpreting and adapting the guidelines for application to specific cases, problems, or situations, in applying standard library practices to new situations and in relating new work situations to precedent ones. In addition, the librarian analyzes the results of adaptations and recommends changes or improvements to the guidelines.

#### *Level 3-4 -- 450 Points*

Guidelines are essentially the same as in Level 3-3, however, they are often inadequate in dealing with the more complex or unusual problems. For example, the nature of the subject matter or requests for information are such that standard library tools cannot cover rapidly evolving terminology, new or highly specialized fields of knowledge, or historical materials that are difficult to identify or locate. In some cases, policy and regulatory guidelines require considerable adaptation to local work situations.

The librarian at this level exercises considerable personal judgment and discretion with broad latitude for interpreting and applying guidelines. This may involve deviating from or extending traditional methods, techniques, and practices (e.g., devising a special subset of a classification system to identify a unique category of information); resolving important issues where guidelines are scarce or have limited applicability to specific projects (e.g., planning for significant enhancements to automated systems); or identifying areas for improvement in established methods of reference searching, collection development, preservation, and/or cataloging. In some situations, the librarian may be involved in researching trends and patterns to develop new methods, criteria, policies, or services.

#### *Level 3-5 -- 650 Points*

Many of the controlling guidelines are broadly stated and nonspecific, such as agency-level policy issuances and regulations, Federal regulations and legislation, and major guiding principles of national or international library professional groups. These guidelines are very general and require extensive interpretation and augmentation. When more specific guidelines do exist, they contain little direct application to the fundamental decisions the librarian must make.

The librarian uses considerable independent judgment and discretion in determining the intent of broad guidance, and in interpreting and revising existing policy and program guidance for use by others. The librarian is recognized as an authority in one or more major library functions or program management, and as such, is instrumental in developing and interpreting guidelines for widespread use.

## **FACTOR 4, COMPLEXITY**

### *Level 4-3 -- 150 Points*

Assignments consist of various duties involving different and unrelated but established processes and methods. Typically, the work consists of providing standard public or technical services of a relatively nonspecialized nature, or performing a segment or segments of more specialized services or projects such as computer systems studies.

Decisions regarding what needs to be done depend on analysis of each objective and the nature of the information to be provided or categorized. Choosing a course of action often involves selecting from many alternatives, including identifying and recommending minor deviations from established practices.

Assignments involve identifying and analyzing relationships among the various aspects of library work, such as the effect of cataloging decisions on the accessibility of the information by reference librarians and the clientele, and applying standard methods, techniques, and programs.

Examples of assignments at this level include searching standard data bases where the information is relatively stable, such as for bibliographic citations of a general nature, or for research topics for basic undergraduate courses; cataloging easier materials that are generally covered by standard subject heading lists and appropriate authority files; and locating and acquiring print and video information to educate hospital patients about their condition and about proper self-care measures.

### *Level 4-4 -- 225 Points*

Assignments typically consist of a variety of duties in one or more of the major library functions. This includes (a) specialization in a function that requires a variety of techniques and methods to determine the best approach, or (b) management of several or all functions (i.e., public services, technical services, automated support) in a full-service library.

Decisions regarding what needs to be done include assessment of new or unusual circumstances, variations in approach, and/or incomplete or conflicting information. Planning, coordination, and problem resolution are affected by the requirement to keep abreast of the often specialized information needs of the clientele that may be time-sensitive; diversity of clientele information needs; the increasing quantity of information available and variety of sources; missing, vague, or conflicting bibliographic information; consideration of cost-effectiveness; and probable areas of future change in methods of accessing and disseminating information.

Assignments involve determining the nature and extent of information needs or problem areas, interpreting a variety of bibliographic records, information sources, and library materials, and planning the approach best suited to the situation. The work also typically involves refining the methods and techniques to be used.

Examples of work at this level are: interpreting bibliographic standards and rules, and identifying and reporting problems in their application with suggestions for change; performing original cataloging and classification of serials, determining the best method of identifying subsequent changes in such elements as title, issuing body, and frequency, and of reflecting relationships to other publications; utilizing general and specialized data bases, interlibrary loan and other diverse sources of information, and library cooperative arrangements to meet immediate and ongoing information retrieval needs; evaluating and implementing an acquisitions module of an integrated library system, making the necessary modifications in the vendor-supplied software to link it to existing integrated library system modules, evaluating performance, troubleshooting, and working with the vendor to resolve larger problems; preparing statements of work and contract specifications, and overseeing contractor performance of work such as shelving, photocopying, and maintaining looseleaf services.

#### *Level 4-5 -- 325 Points*

Assignments consist of a broad range of library activities or require substantial depth of analysis, and typically require solving problems in information access and dissemination in particularly difficult and responsible circumstances.

Decisions regarding what needs to be done are complicated by the novel or obscure nature of the problems (e.g., finding information required by scientists to solve problems with an astronomical research satellite) and/or special requirements for organization and coordination (e.g., developing and maintaining network services for an agency or major component library system). Decisions also must be made in an environment of continual change, where information and information sources are rapidly expanding, much of the subject matter content is in flux, and the technology for gaining access to this information is undergoing major change. These changes affect the decisions to be made on how public and technical services are performed and delivered, and how the library or library system as a whole is managed.

Assignments require the librarian to be versatile and innovative in adapting and modifying precedents, methods, and techniques, originating new techniques, and developing and sharing new information sources. Some librarians propose criteria for regional or component-wide activities.

Examples of work at this level are: highly specialized and/or authoritative cataloging; providing research services for users which involve not only directing the user to information sources, but also locating and evaluating the information itself; developing a comprehensive program of information resources, with numerous sites throughout the country, in a specialized subject area such as AIDS; expanding the capabilities of a telecommunications network of a library system; developing innovative cooperative arrangements with non-Federal libraries, institutions, and organizations to facilitate information dissemination in the most cost-effective manner; managing a special collection involving a variety of difficult preservation problems; planning and implementing significant enhancement of the total integrated library system; and planning new or significantly upgraded facilities including determination of contracting requirements, scope and depth of collections, kinds and levels of services, and the like.

## **FACTOR 5, SCOPE AND EFFECT**

### *Level 5-3 -- 150 Points*

The purpose of the work is to apply established practices and techniques to investigate and analyze a variety of frequently-encountered library problems, questions, or situations such as in the management of a general library, or a definite area of responsibility in public services, technical services, or systems. The librarian recommends solutions or courses of action.

The work affects other library personnel, and the ability of clientele to perform their missions. Furnishing accurate, timely, and responsive information enables clientele to accomplish their missions more effectively and/or to derive satisfaction from the enrichment and recreation provided.

### *Level 5-4 -- 225 Points*

The work involves investigating or analyzing a variety of unusual or specialized conditions, problems, or questions in a library function or subject-matter area; establishing criteria for expansions or enhancements of a standard classification system to accommodate special needs of a particular library; planning a new facility such as a new building or storage capability, or developing a major system enhancement; or evaluating the effectiveness of library programs.

The work product or service affects a wide range of library functions within the agency or component, and/or other Federal and non-Federal libraries or contractors; or the work may affect other libraries in a consortium, or contractors, through emulation or adaptation of practices and programs, or use of widely distributed bibliographies and other reference tools.

### *Level 5-5 -- 325 Points*

The purpose of the work is to analyze major issues in information access and dissemination; or to develop authoritative new approaches, methods, or standards to resolve critical or highly



unusual information problems. Work on policy matters often involves working on agency level committees and working groups to develop library programs of importance in defense, medicine, basic research, economic, political, and other programs.

The work affects the policies, standards, and principles used by librarians, the development of major aspects of library programs, or the efficiency of library services rendered to scholars, research scientists, medical treatment professionals, military strategists, or other clientele within or outside the agency or major component.

## **FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS**

Match the level of regular and recurring personal contacts with the directly related purpose of the contacts and credit the appropriate point value using the chart below.

*The Persons Contacted are:*

2. Employees in the same agency, but outside the immediate organization, (e.g., library users, employees engaged in nonlibrary work) and/or individuals or groups outside the agency, such as librarians in other organizations and clientele outside the agency, in a moderately structured setting.
3. Individuals or groups from outside the employing agency in a moderately unstructured setting, such as nonroutine contacts with contractors, vendor representatives, library personnel in other agencies and/or in non-Federal libraries, and representatives of professional associations. This level may also include contacts with the head of the employing agency or with program officials several managerial levels above the librarian when such contacts occur on an ad hoc or nonroutine basis.

*The Purpose of Contacts is:*

- b. To plan or coordinate work efforts, solve operating problems, or to provide advice to managers and clientele on noncontroversial issues and concerns.
- c. To motivate or influence clientele to fully utilize programs and services, to resolve problems concerning such issues as policies governing hours of operation, user access to stacks, or on-line data bases; to achieve objectives where there are conflicting views concerning issues such as which journal subscriptions to initiate, maintain or discontinue, existence of collections not under the library's control, or other matters affecting collection policy; achieve cooperation of Library Committee or higher management whose proposals may be at variance with library guidelines or resources; persuade higher management to support and provide resources for new programs and/or technologies; or other contacts requiring considerable tact, persuasion, or negotiation skills.

**P U R P O S E**

<b>C O N T A C T S</b>		b	c
	2	75	145
	3	110	180

**FACTOR 8, PHYSICAL DEMANDS**

*Level 8-1 -- 5 Points*

The work is sedentary and includes no special physical demands. It may involve some walking, standing, bending, or carrying light items.

*Level 8-2 -- 20 Points*

The work requires some physical exertion such as long periods of standing; or recurring activities such as bending, crouching, stooping, stretching, reaching; or recurring lifting of moderately heavy items such as boxes of books or journals.

**FACTOR 9, WORK ENVIRONMENT**

*Level 9-1 -- 5 Points*

Work involves everyday risks or discomforts typically associated with libraries, offices, meeting and training rooms. Work areas are adequately heated, lighted, and ventilated.