

Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)

1. This position is a

	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Library		
Position Title:	Library Specialist – Interlibrary Loans, Periodicals & Circulation Desk		
Last Incumbent or “New”:	Kirk Hall		
Date of vacancy or Date of Board approval of new position:	January 2, 2013		
Salary Range:	2734 / month		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	No		

* Use the “Replacement (no changes)” column to provide information about the position as it currently exists. Use the “Replacement with Requested Changes” column to show the changes.

On a separate sheet, answer the below questions regarding the position.

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years: NA
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren’t approved.
7. Bilingual (Spanish)

I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:

x No, this position should not be bilingual required

8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at:** <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>

Library Specialist – Interlibrary Loan, Periodicals & Circulation desk

2. **Annual Cost of the Proposal (HR will complete).**
3. **Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:** N/A since replacement will be at the Step A of Range 12, or 2734/month
4. **If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.** N/A
5. **Explain how this position supports student learning.**

The MPC library supports the entire student population, as well as providing essential support services for faculty. This particular position fills three essential elements of Library Operation: Interlibrary Loans, Periodicals and Circulation Desk. This position supports student learning by providing research materials unavailable at the MPC Library, processing and maintaining the periodical collection for students to use and providing coverage at the circulation desk to provide direct service to students.

Interlibrary Loans:

The Interlibrary Loan duties include:

- Search online resources, including catalogues, to locate materials for faculty/staff/students.
- Maintain records of:
 - searches/completed requests
 - monthly interlibrary loan reports
 - daily statistics of requests
- Serve as liaison with other libraries/represent MPC at meetings with staff from other libraries to set cooperative policies for information sharing and lending of materials
- Shipping and receiving books/DVDs/other resources between libraries
- Understand and interpret copyright laws and interpret applicable policies based on the item requests of faculty, students, and the general public.

Periodicals:

- Maintaining all print and digital periodicals in the Library
 - Use a complex software package (Ex Libris Voyager) to receive, track, and process current subscriptions of newspapers, magazines, and journals
 - Monitor the periodicals from time of receipt to open display to back-issue and finally to the bindery or public dissemination

Circulation Desk/Public Service:

- Provide service to students, faculty, staff and members of the public who use the MPC library, working scheduled hours at the desk (approximately 15 per week)
- Use a complex software package (Ex Libris Voyager) for:
 - circulating library materials (checking them in and out)
 - creating patron library accounts
 - handling interlibrary loan transactions
 - handling items in the reserve collection
 - facilitating reservations for and access to study rooms and classrooms.
- Troubleshoot library equipment/copy machine malfunctions, cash handling (selling supplies, collecting library fines, etc.)

- Work cooperatively with faculty staff and the public to plan, schedule, create, monitor and promote at least 60 displays each academic year, including the following locations:
 - Main lobby display case
 - Reference area display case
 - Third floor wall display case
 - Third floor freestanding display cases (3)

6. Explain what would happen if the position weren't approved.

If this position is vacant, the following essential functions would not be staffed, with consequences noted:

- Interlibrary loans
 - No materials borrowed for faculty staff or students
 - No materials loaned to other libraries
- Periodicals management/handling/processing
 - No print periodicals received, processed, made available for public use
- Circulation desk staffing 13-15 hours per week
 - Reduced staffing will necessitate reduction of hours of service

Any reduction in staffing will mean a reduction in hours of library operation. If this position is not filled, these essential duties will need to be taken up by existing staff members, leaving less time for their full-time work. In other words


7. Bilingual (Spanish)

- I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
- x No, this position should not be bilingual required

8. Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>

Classification/Position: _____ **Date:** _____

steps	REPLACEMENT POSITION	Initials/Date	steps	NEW OR CHANGED POSITION*	Initials/Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	ST 8/24/12	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	ST 8/24 LS r/w	2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President	8/30	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	ST 8/30	4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing		5	College Council Reviews and makes a recommendation to the	

	Board, or takes other necessary steps .		President. 2 Readings.*	
 MPC MONTEREY PENINSULA COLLEGE		6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
		7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

Job Description/Title: Library Specialist - Interlibrary Loans, Periodicals & Circulation Desk
Approved, Bargaining Unit President: Reclassification Committee 4/10
Approved, MPC Associate Dean, Human Resources: 4/2010
Board Approved: 7-30-2010

MONTEREY PENINSULA COLLEGE

LIBRARY SPECIALIST - Interlibrary Loans, Periodicals & Circulation Desk

JOB SUMMARY

Under general direction, provide complex and technical duties involving interlibrary loans and periodicals. Perform variety of duties associated with circulation desk activities. Interpret/apply policies, rules, and regulations regarding access to collection and use of library materials. Receive supervision within a broad framework of standard policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

Interpret policies, rules, and regulations regarding access to collection and use of materials; inform library staff of policy problems/modifications; determine library privileges by verifying individual user status.

Assist library users in locating and using materials and machines to obtain appropriate information, perform circulation desk activities.

Produce letters, memos, and reports as necessary

Maintain currency with new library technologies such as on-line search engines and library software programs.

Edit library patron records as needed.

INTERLIBRARY LOANS

Organize and coordinate interlibrary loan program through appropriate databases; serve as main source of information for interlibrary loans.

Analyze and determine appropriate interlibrary lending sources for requests; process interlibrary requests by using various online catalogs and software; search local electronic catalogues to locate materials for faculty/staff/students; search world wide database (OCLC) for out of system interlibrary loan requests. Receive and process interlibrary loan requests; submit requests to interlibrary loan interface; retrieve books and materials and send or hold as appropriate; monitor and follow up on overdue materials; notify reciprocal libraries of delinquencies and to renew checkouts. Communicate status of requests with patrons.

Assess, bill and issue payment for overdue loan materials.

Maintain record of searches/completed requests; monthly interlibrary loan reports; daily statistics of requests.

Ensure compliance with copyright law as it pertains to interlibrary loans; explain copyright parameters to faculty as needed.

Serve as liaison with other libraries/attend meetings at other libraries to set cooperative policies for information sharing and lending of materials.

Develop and maintain interlibrary loan procedures manual; document and report problem areas and draft procedure statements to recommend appropriate changes; serve as source of information to other library employees.

PERIODICALS

Receive/enter periodicals through Voyager acquisitions system.

Claim missing back issues through Ebscohost database.

Update master periodicals list database/paper format; weed periodicals; send back issues to bindery as needed.

Process title/publication changes through Voyager acquisitions system.

Maintain/update Faculty/Staff information center.

Keep statistics.

Receive, process and prepare all periodicals and standing orders for use; update lists to maintain up-to-date periodical collections and records.

CIRCULATION DESK

Check library materials in/out.

Collect fines and fees; operate cash register.

Answer phones, take in fines; help patrons with questions/directions; serve as source of library policies.

Schedule rooms through Office Tracker system.

Issue Library cards following Library rules, edits patrons.

Assist circulation desk employees with circulation procedures, providing assistance and answering questions as needed; train/monitor student assistants.

Respond to inquiries from students, faculty and staff regarding the various collections.

Maintain academic related information which may include: grant and workshop information, Senate Minutes and other material as required in up-to-date status.

Maintain records of requests/searches; maintain statistics/produce documents/reports using appropriate spreadsheet/database/word processing software as needed.

Other Duties

Maintain a clean and orderly library environment.

Assist with servicing the library machines which may include keeping paper stocked in printers, installing new ink cartridges, etc.

Perform other duties related to the business of the department as assigned by department/program head.

Design and assemble displays to coordinate with electronic web displays.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example at least two years of level courses in library science and two years of experience in library work using current library technologies/library software programs.

Knowledge

Knowledge of: basic library principles, materials and procedures, including interlibrary loans; current library technologies/library database search software programs; current office methods and practices; principles and methods of ordering books, supplies and equipment; library filing and indexing; circulation and reference sources, Library of Congress classification system; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: perform general library duties including library operations, efficiently use an online library system and Library of Congress classification system; quickly learn and apply specialized processes and regulations related to interlibrary loans and periodicals; learn and efficiently use current/new library technologies/library software programs as required to fulfill the duties of the job; interact effectively with the public/students/staff/faculty, in situations requiring diplomacy, tact, friendliness, poise and firmness; prioritize tasks and do several tasks simultaneously; operate a variety of office machines; use word processing/database/spreadsheet software accurately and efficiently as needed; learn and successfully use new software programs as needed to fulfill the requirements of the job; use good judgment in recognizing the scope of authority as delegated; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate physical effort which may include frequent standing, walking, lifting and occasional climbing, crawling or stooping; handling of medium weight tools and materials up to 35 pounds. Indoor work environment.