



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> ROLE AND RESPONSIBILITIES OF LIBRARIAN	<b>Number:</b> 4.06	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	<b>Board Adoption/Revision Approval          Dates:</b> 5/23/00, 11/28/00, 10/22/02, 10/25/05	

### ROLE AND RESPONSIBILITIES

Education is a continuous process that enables learners to experience ideas and to express themselves freely, creatively, and responsibly in a healthy and caring environment that offers a variety of options and opportunities for active participation in the learning process.

To this end, a CF librarian shall strive to, among other things,:

- respect students and recognize and accept their uniqueness;
- respond to students' needs;
- empower individuals with responsibility for lifelong self-direction; and
- establish high standards for demonstration of learning in pursuit of goals.

The following are categories of responsibility in which a librarian carries out the role enunciated above:

#### **Responsibility Definitions:\***

##### **Research and Instructional Services**

Responsibility for analyzing students' information needs shall include:

- providing instruction in the use of information sources;
- determining the most relevant sources regardless of formats;
- creating instructional materials; and
- providing CF students with course- and assignment-specific instruction on effective use of the library's electronic and print resources.

##### **Collection Development/Maintenance**

Responsibility for collection development and maintenance shall include:

- examining reviews of potential sources in professional journals;
- soliciting faculty input;
- selecting materials appropriate for the support of CF's curriculum and programs;
- and
- donating original cataloging records to the shared nationwide bibliographic database.



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### **Professional Development**

Responsibility for professional development shall include:

- expanding personal generalist content knowledge of all subject areas relating to CF's curriculum; and
- upgrading library, information technology, and Internet expertise.

### **Service to Students**

Responsibility for service to students shall include:

- supporting student activities;
- providing research and referral services to community members and local university students as well as CF students;
- serving as liaison between faculty and students; and
- providing students with encouragement and emotional support.

### **College Service**

Responsibility for College service shall include:

- sharing professional expertise with colleagues and the community through College-wide workshops and public appearances;
- serving on statewide committees and providing input on the governance of the shared Florida community college library network;
- supporting bachelor's and master's degree-level curricula; and
- promoting resource sharing through the InterLibrary Loan Service.

## **WORK DAYS AND REQUIREMENTS**

Professional Librarians are classified as instructional staff for contractual purposes and are generally employed on 220-workday schedules during the fiscal year. They are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

Professional Librarians will adhere to the summer four-day workweek schedule of 36 hours per week.