Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Library Worker Series

Classes in the Series

Class Code	Class Title
01310	Library Associate
01313	Library Resources Technician

Series Concept

Classes in this series include positions performing paraprofessional library tasks and technical reference work in a library environment to assist professional librarians and library patrons.

Exclusions

Positions performing technical work outside of a library setting should be classified in an appropriate technical class. Positions performing professional or consultative librarian or archives work should be classified in the Librarian Series.

Class Distinctions

Library Associate

Positions in this class perform paraprofessional library tasks, which are subsidiary and/or auxiliary to professional librarian work, such as instructing patrons in the use of the library, preparing bibliographies, and suggesting acquisitions of books, magazines, and tapes. Employees perform tasks which require a very limited application of library science philosophy and methodology.

Library Resources Technician

Positions in this class provide reference information and research services for library patrons. Employees function at an advanced level, requiring prior reference experience. They oversee specific library collections of periodicals, government documents, and similar materials, and preserve and classify library materials.

Effective date: 02/14 SA