

* * * * *

MILAN RADOVICH,
 Appellant,

v.
 Administrator, DIVISION OF
 PERSONNEL,
 Respondent.

Case No. 81-117-PC

* * * * *

DECISION
 AND
 ORDER

This matter is before the Commission as an appeal from a decision reallocating the appellant's position. The issue for hearing reads as follows:

Whether or not the reallocation of the appellant's position from Library Associate to Library Associate 2 was correct.

Sub-issue: Whether or not the appellant's position should be classified as a Library Associate 2 or Librarian 1, 2 or 3.

After the completion of three days of hearing and the preparation of a transcript, the parties filed briefs.

FINDINGS OF FACT

1. The appellant received a bachelor of arts degree from the University of Wisconsin (UW) in 1964 in political science and international relations, a masters degree in history from the UW in 1969 and a Russian area certificate from the UW in the following year. At various times prior to 1970, the appellant had worked for the United States Information Service in Belgrad, Yugoslavia, in a library and as a foreign correspondent and journalist for various newspapers.

2. The appellant was hired as a Library Associate in 1970 to work at Memorial Library on the University of Wisconsin-Madison campus. At the

time he was hired, the appellant had no formal education in library sciences. A major reason he was hired was his expertise in languages spoken in and around the geographic region that is present-day Yugoslavia.

3. In 1972, the appellant was awarded a masters degree in library science by the UW.

4. At all times relevant to this proceeding, the appellant has been employed within the Acquisitions Department of the Memorial Library.

5. The Director of Memorial Library is Joseph Treyz. The Chief of the Acquisitions Department is Gene Dewey.

6. The appellant's position is described in his position description dated February 27, 1981, a copy of which is attached hereto and incorporated by reference as if fully set forth as part of this finding.

7. The general duties of the Acquisition Department are to receive requests from faculty, students and staff to add materials to the library's collection, to search to make sure that the requested materials are not already within the collection, to place orders, to reconcile the materials actually received with the shipping invoice and the order as initially placed and to then route the materials to other departments in the library for further processing.

8. As noted in activities A4 and A7 on the appellant's position description, he prepares "temporary bibliographic slips" and establishes proper bibliographic entries. This work, described by the appellant and others as "temporary cataloging" is used to provide access to the materials while they are stored in a separate area of the library until a complete cataloging function is performed. The appellant prepares a slip which describes the work. A copy of the slip is placed in the public catalogue

and another copy is sent on to the cataloging department for use when a full cataloging is performed. The full cataloging function is a more careful and extensive cataloging than the temporary cataloging as provided by the appellant.

9. As part of his acquisitions work, the appellant also corresponds with book distributors and wholesalers, libraries and individuals throughout the world in efforts to locate and obtain materials via gift, exchange or purchase for the Library's Collections.

10. Based upon his knowledge of the Library's current Collection, his professional knowledge of the subject fields and his knowledge of the research being conducted at the University of Wisconsin, the appellant selects those materials to be purchased relating to Yugoslavian, Balkan and Yugoslav emigre' subject areas. Hundreds of cards describing individual works as well as listings of materials are either sent directly to the appellant by outside sources or are forwarded to the appellant by Alex Rolich, the Slavic bibliographer at Memorial Library. The appellant uses a system of one, two or three check marks to indicate the relative importance of the materials to the Library's collection. The cards, bearing the appellant's check marks, are then returned to Mr. Rolich who, without exception, follows the appellant's selections and then approves for purchase those selections which fit within budgetary limits. The acquisitions department will not make a purchase in the slavic area without written approval of Mr. Rolich.

11. Since 1972, the appellant has selected over six thousand monographs for addition to the library's collection.

12. The appellant provides reference services to the patrons of the library. He assists students and faculty members by locating and securing materials and by making suggestions as to materials which might be of assistance to them. This assistance is provided in the area of Slavic studies. He responds to referrals from the library's information desk as well as working directly with faculty and students who are aware of his knowledge of the library's collection and the subject matter.

13. During the period from 1975 until 1980, the appellant worked on two bibliographic projects with Professor Robert Gakovich of the Cataloging Department. The first, entitled Serbs in the United States and Canada: A Comprehensive Bibliography was published in 1976. The second, a bibliography of "The American Srbobran (Official Organ of the Serb National Federation)" was published in 1980. The appellant was given quarter or half-time grants by the Library Director to work on the projects.

14. A second edition of the Serbs in the U.S. bibliography is contemplated and during the time period relevant to this appeal, the appellant spent some time, approximately once a week, in preparing for the second issue.

15. During the period from 1980 through the date of the hearing in this matter, the library was shipped portions of a 7000 volume collection of materials which had been purchased from a Yugoslavian collector. This collection is generally referred to as the Komadinic Collection. Many of the volumes are quite rare. The materials generally relate to political parties and land tenure in Yugoslavia and the surrounding Balkan counties. The appellant prepares a temporary catalogue of the materials after they are received and determines whether materials need to be microfilmed or

placed in special protection cases. Based predominantly on the temporary cataloging information, the appellant is also preparing a bibliography of the collection for library patrons.

16. The position standards for the Library Associate 2, and Librarian 1, 2 and 3 classifications are attached hereto and incorporated by reference as if fully set forth as part of this finding.

17. The appellant is not responsible for providing professional library services to a statewide library system, nor does he establish policies and procedures affecting his subject matter specialty. Therefore, the appellant's position does not fit within the class descriptions for either the Librarian 2 or Librarian 3 classifications.

18. Although the bulk of the appellant's duties relate to the acquisitions area, the appellant also has significant responsibilities in the reference and selection areas.

19. Based upon the responsibilities over a wide range of library functions, the appellant's position is better described by the Librarian 1 classification than the Library Associate 2 classification.

CONCLUSIONS OF LAW

1. This matter is appropriately before the Commission pursuant to §230.44(1)(a), Wis. Stats. 1981-82.

2. The appellant has the burden of proving that the respondent's decision reallocating his position to the Library Associate 2 classification is incorrect and that his position is more properly allocated to the Librarian 1 classification.

3. The appellant has met his burden of proof.

4. The respondent's decision to reallocate the appellant's position from Library Associate to Library Associate 2 was incorrect and the appellant's position should have been reallocated to the Librarian 1 level.

OPINION

The appellant seeks reversal of decision reallocating his position to the Library Associate 2 level. The reallocation was made after the respondent had conducted a survey of library-related positions. Early in 1981, the Personnel Board abolished the then existing classifications of Library Associate and Librarian 1, 2, and 3 and created new classifications of Library Associate 1 and 2 (pay range 13-01 and 13-02) and Librarian 1, 2 and 3 (pay range 13-02, 13-04, and 13-05). Testimony established that both the Library Associate and Librarian series are considered to be "professional" in nature as defined in §111.81(11), Stats.

Of the four different classifications that fall within the scope of the issue noticed for hearing in this matter, two clearly do not describe the appellant's position. The Librarian 3 classification requires the incumbent to provide library services to a statewide library system. Nothing in the record indicates that the appellant's work is within such a statewide system. The Librarian 2 classification includes positions serving either as the chief librarian in a state agency or as "a subject matter specialist performing a wide range of library functions in addition to establishing policies and procedures affecting their specialty area." Again, there was no testimony indicating either that the appellant served as chief librarian or established policies and procedures.

The remaining two classifications, Library Associate 2 and Librarian 1 are both assigned to pay range 13-02. The distinction between these two classifications as applied to specialists (i.e. a person working within a specialized program or subject area such as math or a language) is that a Library Associate 2 performs one library function in his/her specialized area while a Librarian 1 performs "a wide range" of functions (e.g., cataloging, reference, acquisitions) in regard to a specialized area. Both of the classification specialists whose testimony was part of the record in this matter testified that the Librarian 1 classification would apply to the specialist performing "more than one" function.

It is essentially uncontested that the appellant, as a language specialist, has responsibilities in the technical functions of acquisitions. The Librarian position standard defines acquisition work as "[t]he process of securing materials for the library's collection. Materials may be secured by purchase, as gifts, or through exchange programs." The bulk of the appellant's time appears to be spent performing tasks within the scope of acquisitions work, including searching, processing, corresponding, and preparing temporary bibliographic slips.

However, the appellant performs other work which is outside the scope of acquisitions. Testimony showed that the slavic bibliographer, Alex Rolich, who must approve all purchases in the slavic area, has the appellant select the materials for purchase from hundreds of descriptive cards. The reasonable inference is that Mr. Rolich^{FN}, who was not a witness in

^{FN} Mr. Rolich does not speak any Yugoslavian languages. He can read some of the languages but asks the appellant for translating assistance.

this matter, then purchases those materials rated highest by the appellant which fit within his purchasing budget. The librarian position standard defines selection as follows:

The process of deciding which information items to acquire for a library collection. It may involve decisions between items that provide information about the same subject; it may involve deciding whether the information contained in an item is worth the price; it may be a matter of deciding whether the item can stand up to the use it will receive. In essence, selection deals with decisions about quality and value.

All materials ultimately acquired relating to the Yugoslavic, Balkans and Yugoslavic emigre' collections are selected by the appellant in terms of their quality and of their value to the library in light of any ongoing research. Although selection is not expressly identified within the Librarian position standard as a separate speciality area within the scope of professional librarian, it does appear within the representative position for Librarian 1 - Specialist and would also meet the definition of "professional" used in the position standard.

The respondent points to a comment by Professor Petrovich, professor of history at the University of Wisconsin-Madison, as indicating that the appellant did not have final authority to select materials for the library but had to rely upon the influence of other persons to make sure that a book was actually purchased. The comment reads:

Just this past week, [the appellant] presented me with some suggestions [for Yugoslav books] that he thought might interest me and I was glad to sign, give my signature as professor that indeed I wanted these materials for our library.
Transcript, p. 285.

The respondent argues that Professor Petrovich's signature was needed to support the appellant's recommendation to Rolich. A more plausible

alternative is that the appellant was simply unsure whether the materials related to Professor Petrovich's current research but wanted to make sure that Petrovich was aware of the availability of the materials in the event he thought they would be relevant. Petrovich went on to testify that Rolich submits similar slips for Petrovich's signature when the materials relate to Russian history. Transcript, p. 285.

The appellant also performs valuable reference work for persons within and outside of the Madison campus. The assistance is generally in the nature of determining whether the library's holdings include the material being sought as well as providing suggestions to persons conducting research as to materials that might be of interest or assistance.^{FN} This reference function was provided to students and faculty alike.

The appellant also indicated that he performed some bibliographic work in preparation for a second edition of the Serbs in the U.S. bibliography as well as a bibliography on the Komadinic Collection. Although the appellant testified that he had discussed the Komadinic bibliography with Mr. Dewey and that this work was being performed "on University time," Mr. Dewey denied that the appellant was actually preparing a bibliography. The

^{FN} Respondent argues that reference work means "a formal procedure, usually for responding to questions presented in letter form" Brief, p. 10. Nothing in the record suggests that there is a formal procedure involved, nor that the questions are usually presented in written form. The appellant's testimony on p. 455 of the transcript refers to "dealing with the faculty, students, and regular library patrons being present, [or] being in the letter form." Mr. Dewey defined reference as: "Answering oral and written questions from the wide clientele of the library concerning information." [Transcript, p. 327]

implication from all of the available evidence is that at least the bulk of the bibliographic work being referred to by the appellant in this area is creating "temporary bibliographic slips," rather than some other bibliographic activity. The appellant also testified that about once a week he would, spend approximately from 40 minutes to two hours in collecting material or obtaining answers to questions pertaining to information needed for the second edition of Serbs in the U.S.

The technical functions performed by the appellant are premised upon the appellant's language skills in the slavic area. The appellant's selection and reference duties also require the appellant to have a broad knowledge of that region of the world as well as its literature.

Little testimony was offered to compare the appellant's position with others within state service. Testimony showed that there was just one classified professional librarian in the UW-Madison Library System. That position, which is classified at either the Library 2 or 3 level is in the Art Library and was not described further. In addition, the position of Gifts and Exchanges Librarian at the State Historical Society is classified at the Librarian 2 level but it establishes procedures (though not policies) in the gifts and exchanges area. There is really only one position that has been identified that serves as an appropriate comparison to the appellant's position: the representative position for Librarian 1 - Specialist described in the librarian position standard as existing in the Department of Health and Social Services.

Specialist - Health & Social Services - Central Wisconsin Center

Identifies and selects a variety of materials dealing in one of a variety of different mental health subjects to be used by parents and community groups; produces materials in a particular area, including writing scripts, processing video tapes, and developing circular;

classifying and cataloging a variety of materials; and providing reference services to community persons and agencies.

The representative position appears to perform a broader range of library functions in its area of specialty than performed by the appellant even though the functions performed by the two positions appear to be of the same type. However, the class description does not require that a position at the Librarian 1 level perform duties in all library functions in its specialty area, merely a "wide range of functions."

The respondent argues that the appellant has devoted himself for at least twenty years to scholarly pursuits in the area of Slavic history and political science and that as a consequence of his scholarly endeavors, he has gone beyond the duties and responsibilities assigned to him. The respondent is presumably referring to the correspondence, questions and requests for information that reach the appellant on a regular basis. There is no question that the appellant has made himself visible in the area of his expertise by coauthoring the Srbobran and Serbs in the U.S. bibliographies, by serving as an editor of "Serb World" and by writing a chapter in a book by Professor Petrovich entitled History of the Serbs in the United States. All of those projects were apparently completed on non-library time or as part of a special grant from the library itself. Regardless of the mechanism by which the appellant has established himself as a slavic scholar, the appellant now performs library duties, other than pure acquisition work, that are premised on his expertise. Given the fact that those additional responsibilities are actually being performed, the appellant is entitled to reallocation to the Librarian I classification.

ORDER

The respondent's reallocation decision is reversed and this matter is remanded for action in accordance with this decision.

Dated: July 6, 1983 STATE PERSONNEL COMMISSION


DONALD R. MURPHY, Chairperson

KMS:jmf
JPDO4


LAURIE R. McCALLUM, Commissioner


DENNIS P. MCGILLIGAN, Commissioner

Parties:

Milan Radovich
c/o Attorney Richard Graylow
Lawton & Cates
110 E. Main Street
Madison, WI 53703

Howard Fuller, Secretary
DER*
P. O. Box 7855
Madison, WI 53707

*Pursuant to the provisions of 1983 Wisconsin Act 27, published on July 1, 1983, the authority previously held by the Administrator, Division of Personnel over classification matters is now held by the Secretary, Department of Employment Relations.

rec Lib Assoc 2

POSITION DESCRIPTION

DER-PERS-10 (Rev. 1-78)
 State of Wisconsin
 Department of Employment Relations
 DIVISION OF PERSONNEL

1. Position No.	2. Cert/Reclass Request No.	3. Agency No.
-----------------	-----------------------------	---------------

4. NAME OF EMPLOYEE Milan Radovich	5. DEPARTMENT, UNIT, WORK ADDRESS University of Wisconsin - Madison General Library - Acquisitions Dept. 324 Memorial Library
6. CLASSIFICATION TITLE OF POSITION Library Associate.	
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT
9. AGENCY WORKING TITLE OF POSITION Library Associate - Slavic	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Veronica Szabo
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Lois Thies, Academic	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW? April 1976
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).	

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION.
Processing of all Slavic and other East European (Baltic, Turkish, Hungarian, and Greek) materials. Searching newly received order requests. Assisting Slavic Bibliographer in selection for Balkan area books and newspapers and in helping faculty, students, exchange students, and other patrons in their use of the library.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page.)
 GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance
 WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal
 TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES
50%	A. Processing of all Slavic and other East European (Baltic, Turkish, Hungarian, Greek) materials. A1. Reconcile each shipment with its invoice. A2. Transfer of each shipment to its proper location for further processing. A3. Search each item received in the OCLC data base or official catalog. A4. Prepare temporary bibliographic slip with all bibliographic information transliterated into the Roman alphabet, if IC copy is not located in the OCLC data base. A5. Trace items received in the depository catalog, Library of Congress printed catalog, British Museum catalog, New York Public Library Slavonic Collection catalog or Monthly Index of Russian Accessions.

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Back of last page)
 a. The supervision, direction, and review given to the work of this position is [] close [x] limited [] general
 b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)
 Signature of first-line supervisor: *Lois D. Thies* Date: *2-27-81*

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION
 I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)
 Signature of employee: *Milan M Radovich* Date: *2/27/81*
 Signature of Personnel Manager: *Sandra J. Gahler* Date: *2-27-81*

Respondent's Exhibit # 2

- A6. Handle duplicates according to Departmental guidelines.
- A7. Establish correct bibliographic entries according to Anglo-American Cataloging Rules, if not located elsewhere.

25%
B. Search requests for current and second-hand materials in English and foreign (Primarily Slavic and East European) languages and some other transliterated non-Roman languages to determine if in library or on order:

- B1. Search requests in public catalog, on-order file, Serials Dept. order file, OCLC data base.
- B2. Establish correct form of personal author's name or corporate author and series entry. Complete all necessary bibliographic information by searching in public catalog or OCLC data base. Re-search if form of name is different than on original request.
- B3. Verify bibliographic information of incomplete and expensive items in OCLC data base or appropriate domestic or foreign national/international bibliographies.
- B4. Trace requests for older books in various bibliographies to determine if books are still in print.
- B5. Resolve problems which arise during searching procedures, such as incorrect and misfiled entries in catalog and duplicate orders, and determine actual holdings by checking shelf list and stacks.

10%
C. Assisting bibliographer for Slavic Studies:

- C1. Regularly check publications, newspapers and other sources on new and old books in print and offered for sale.
- C2. Preparation of order request slips.
- C3. Helping faculty, students and other patrons with reference questions related to the field of their research in the library.
- C4. Assist faculty in obtaining up-to-date information in their bibliographical requests.
- C5. Advise foreign visitors, exchange students and scholars in the best usage of our library resources and services.
- C6. Give guided tours for interested persons in Slavic languages.

5%
D. Revise on-order file:

- D1. Check alphabetization of filing.
- D2. Pull old on-order slips.
- D3. Check for possible duplication of orders.

5%
E. Correspondence and statistics:

- E1. Write to various out-of-print Slavic book dealers or Yugoslavian book dealers inquiring about wrong shipments, missing issues, prices, and problems.
- E2. Thank donors for their gifts and inquire about possible gifts, as appropriate.
- E3. Record statistics of items searched and received, classified by languages.

5%
F. Miscellaneous tasks and projects relating to Slavic and East European language areas as required.

mk
LT
2-27-81

STATE OF WISCONSIN

Librarian

Position Standard

I. INTRODUCTION

A. Purpose of Position Standard

This position standard is intended to be used for making classification decisions relative to present and future positions performing professional librarian duties. Because of the variety of ways in which positions can be structured in this occupation area, this position standard may not specifically identify every eventuality or combination of duties and responsibilities which may exist in the future.

B. Inclusions

This position standard describes service oriented positions in a library which are performing coordinative and analytical work which is considered to be "professional" in nature as defined by s.111.81(11). This currently includes work that (a) is predominantly intellectual and varied rather than routine mental, manual, mechanical or physical work; (b) involves the consistent exercise of discretion and judgment; (c) is of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (d) frequently requires knowledge of an advanced type.

Positions will function in a variety of libraries such as agency libraries (e.g., DILHR, Justice), and reference-research libraries (e.g., DPJ-Reference and Loan, Historical Society).

Positions function a majority of the time as a specialist or generalist in a library.

C. Exclusions

This position standard specifically excludes the following types of positions:

- 1) All supervisory, management and confidential positions;
- 2) Positions which perform clerical or paraprofessional functions;
- 3) Positions which are more appropriately identified by other class series such as Library Associate, Library Services Assistant or Library Consultant;
- 4) Positions which perform classroom teaching and require teacher certification;
- 5) Positions involving archives or curatorial work;
- 6) Positions involving the application of accepted principles and techniques of Medical Records Librarians covering the development, maintenance, analysis and use of diagnostic therapeutic medical records should be allocated to the Medical Records Librarian class.

D. Entrance and Progression Through the Series

Entrance into this series will normally be by competitive means. Reclassification of positions to higher levels within this series will be permitted when it can be shown that the changes in duties and responsibilities which justify the higher class level have been a logical and gradual, outgrowth of the position's original duties and responsibilities. Positions which could be classified at a higher level as a result of a sudden change in duties and/or the addition of unrelated duties and responsibilities will normally be filled by competition.

E. Areas of Specialization

If, as a result of position analysis, it is determined that special qualifications are required in filling a position, options for recruitment, examination and certification or layoff, subsequent personnel transactions may also be based on such special qualifications. The most commonly used areas of specialization are currently a subject or program area, such as a social or physical science.

In addition, other areas of specialization may exist which will have limited application. Because of their limited use, these areas of specialization cannot always be enumerated in the allocation portion of the position standard. The correct classification for positions in these areas of specialization must be determined on an individual basis.

F. Glossary of Terms

All of the terms listed here may not be used in the position standard. However, for purposes of allocating positions to this standard, commonly used terms are listed below:

ACCESSION NUMBER - A number assigned to each book or item as it is received by the library. Accession numbers can be assigned through continuous numbering or a coded system. These numbers are sometimes required to operate a circulation control system.

ACQUISITION WORK - The process of securing materials for the library's collection. Materials can be secured by purchase, as gifts, or through exchange programs.

ADDED ENTRY - Any entry, other than a subject entry, that is made in a catalog in addition to the main entry. Added entries can be made for a joint author, illustrator, editor, compiler, translator, series, etc.

AGENCY LIBRARY - A library located in a State department which has a primary purpose to serve the department staff in support of the department's mission.

ANNUAL - A serial work that is issued once a year.

AUTHOR ENTRY - The name of the author of a book used as an entry in the catalog. This is usually the main entry.

AUTHORITY FILE - A record of the proper form of names, subjects, or series used in a catalog. The purpose of an authority file is to keep entries uniform.

BIBLIOGRAPHY - A list of books or periodical articles, usually on a particular subject. National bibliographies may include all books published in a particular geographic area or written in a particular language.

BRANCH LIBRARY - A satellite library operation which does not perform the full range of technical and/or public services as the main library does.

CALL NUMBER - The notation used to identify and locate a particular book within the library. It consists of the classification number and author number, and it may include other identifying symbols.

CATALOG - A list of the holdings of a particular library or group of libraries.

CATALOGING - The process of describing "a work" and assigning a call number. Includes determining the main entry, describing the work, and assigning added entries, subject entries, and a call number.

CLASSIFICATION - A systematic scheme used to arrange books and other library materials in order by subject or by form.

CLASSIFICATION NUMBER - The number assigned to a "work" to show the major subject of the material and to indicate its location in the collection.

CLOSE SUPERVISION - Implies that the work is performed according to detailed instructions and that supervision is available on short notice.

COLLECTION DEVELOPMENT - The process of identifying the strengths and weaknesses of a library's information resources with respect to patron needs and community resources, and of attempting to correct the weaknesses. It requires a continual examination and evaluation of the library's resources. Further, it requires a constant study of patron needs and changes in the community the library services.

CORPORATE BODY - An organization or group of persons that is identified by a name and that acts as an entity. Corporate bodies include business firms, associations, conferences, institutions and government agencies.

CUTTER NUMBER - A number from the Cutter-Sanborn Tables used as an author number which is used to maintain an alphabetical author arrangement on the shelves.

DESCRIPTIVE CATALOGING - The cataloging process concerned with identifying the main entry and describing the "work".

DIVIDED CATALOG - A catalog in more than one part. It usually consists of two parts: one part has author, title, and other added entries in alphabetical order, and a second part has all subject entries in alphabetical order.

ENTRY - A record of a bibliographic entry in a catalog, or a heading that represents the choice of main entry in a catalog. Besides the main entry there may be entries for authors, titles, editors, series, and subjects.

GENERAL SUPERVISION - Implies that the work is performed independently. The incumbent seldom refers matters to supervisor except for clarification of policy.

INSTITUTION LIBRARY - A library located in a state institution such as Central Wisconsin Center, Green Bay Reformatory, or Wisconsin School for the Deaf.

INTERLIBRARY LOAN - The lending of material or copies of material by one library to another library.

INTERNATIONAL STANDARD BOOK NUMBER (ISBN) - A unique ten-digit number assigned to each book published in the United States as well as in other countries.

INTERNATIONAL STANDARD SERIAL NUMBER (ISSN) - A system of assigning a unique eight-digit number to each serial title published.

JOBBER - A supplier, usually a wholesaler, who stocks a wide range of items. Jobbers are used by acquisition departments, because it becomes possible to secure from one source items produced by many different publishers.

LIMITED SUPERVISION - Implies that the incumbent proceeds on his/her own initiative while complying with policies, practices and procedures prescribed by the supervisor. The supervisor generally answers questions only on the more important phases of the work.

MAIN ENTRY - A full cataloging entry, usually the author entry, giving all the information necessary for the identification of a work. This entry includes the tracing for all other entries under which the work is entered in the catalog.

MICROFORM - A photographic miniature reproduction on film that must be magnified on special machines in order to be read. Also called "microreproductions". Microform formats include aperture cards, microfiche, microfilm, and ultramicrofiche.

MONOGRAPH - A book, usually a systematic and complete study of a particular subject. Often used in libraries as a synonym for the words "book" or "title".

MONOGRAPH SERIES - A series of monographs with a collective title, usually published by a university press or a society.

NAME AUTHORITY FILE - A file of the proper form for names used in a catalog. It records the "see" and "see also" references made for each name.

PERIODICAL - A publication issued in succeeding parts, each with the same title but with a different number. Most periodicals are issued at regular intervals and in paper covers. Libraries usually secure periodicals on a subscription basis.

PUBLIC SERVICES - Library work that deals with patrons and their use of the library collection, (i.e., circulation, and reference).

REFERENCE/RESEARCH LIBRARY - A library containing an aggregation of all sorts of books and periodical and manuscript materials, assembled together not for sustained pleasure reading, but rather for research. These libraries include current and retrospective information services covering a relatively broad subject area, and maintains or preserves its collection for long periods of time.

REPRINT - A new issue (printing) of material that has been published before. The new printing contains no textual changes except for the correction of printer's errors from the first printing. The period of time that passes between the first printing and the reprinting may be a day, several weeks, or hundreds of years.

SELECTION - The process of deciding which information items to acquire for a library collection. It may involve decisions between items that provide information about the same subject; it may involve deciding whether the information contained in an item is worth the price; it may be a matter of deciding whether the item can stand up to the use it will receive. In essence, selection deals with decisions about quality and value.

SERIAL - A publication issued in successive parts at regular or irregular intervals. Usually it is intended to be continued indefinitely. Included are periodicals, newspapers, proceedings, reports, annuals, and numbered monographic series.

SERIES - A number of separate works usually issued in succession and usually related to one another in subject or form, issued by the same publisher, and in uniform style. The collective series title may appear at the head of the title page, on a half-title page, or on the cover.

SUBJECT CATALOGING - The cataloging process concerned with selection of subject entries and a classification number.

TECHNICAL SERVICES - Work performed in or for a library to insure that materials are made available for patron use. This work usually does not require direct contact with library patrons. Includes acquisitions, cataloging, and materials preparation.

TITLE ENTRY - The record of a work in the catalog under the title.

G. Classification Factors

Because of the variety of library programs and their varying degrees of complexity, individual position allocations have and will be based upon general classification factors such as those listed below:

1. Organizational status as it relates to the level of responsibility assigned and accountability assumed for program policy development and/or implementation functions;
2. Availability and applicability of established guidelines, procedures, precedents, and legal interpretations;
3. Potential impact of policy and/or program decisions on the public, patrons, other governmental entities, and the state's resources;
4. Degree of internal and external coordination required to accomplish objectives;
5. Availability of other nonsubordinate staff whose authority it is to make the most difficult and unprecedented program decisions or interpretations; and
6. Scope, variety and complexity of decisions considering the number and nature of the variables that are relevant to the specific decision.

II. CLASS DESCRIPTIONS

The following class descriptions define the basic class concept for each classification level and use specific position allocations to elaborate on each concept. To develop a full understanding of these class descriptions, they should be used in conjunction with the definitions provided under Section I.F. As previously mentioned, several different areas of specialization and position categories exist within this occupational area and it is recognized that this position standard cannot describe every eventuality or combination of duties and responsibilities. Therefore, these class descriptions are also intended to be used as a framework within which positions not specifically defined can be equitably allocated on class factor comparison basis with other positions which have been specifically allocated.

This is professional library work in a state agency or state institution library. Positions allocated to this level function independently either as 1) a specialist, responsible for performing a wide range of library functions such as reference, collection development or cataloging within a specialized program or subject area; or 2) a generalist, performing a variety of professional library functions such as reference, circulation, and original cataloging. Positions may in addition function as leadworkers of lower level personnel. Positions allocated to this level function under limited supervision received from higher level professional library staff.

Representative PositionsSpecialist - Health & Social Services - Central Wisconsin Center

Identifies and selects a variety of materials dealing in one of a variety of different mental health subjects to be used by parents and community groups; produces materials in a particular area, including writing scripts, processing video tapes, and developing circulars; classifying and cataloging a variety of materials; and providing reference services to community persons and agencies.

Generalist-Department of Justice

Responsible to a Librarian 2 - provides reference and research services; trains department staff in the use of an automated legal retrieval system; develops a documents collection; checks in new library materials; and prepares pamphlets and periodicals for binding.

Librarian 2

PR13-04

This is professional library work in a state agency or institution. Positions allocated to this level function either as 1) the chief librarian in a state agency responsible for all library operations including cataloging, circulation, acquisitions, reference, and in addition performs a variety of administrative tasks associated with planning, organizing, and directing all department library operations; 2) a subject matter specialist performing a wide range of library functions in addition to establishing policies and procedures affecting their specialty area, which transcends departmental boundaries. Positions may in addition function as leadworkers of lower level personnel. Positions at this level function under the general supervision of administrative staff or higher level supervisory librarians. It should also be noted that positions of a similar kind, level scope and complexity will also be allocated to this classification.

Representative PositionsDepartment of Industry, Labor and Human Relations - Chief Librarian

Coordinates acquisitions and circulation activities; researches reference documents to answer informational and reference questions; provides inter-library loan activities; evaluates and selecting new materials; manages funds for the Government Printing Office deposit account; establishes library policies and procedures; and plans and develops library references.

Department of Natural Resources - Chief Librarian

Develops library policies and procedures; coordinates library services between outlying districts; prepares the library budget; coordinates library reference services; and catalogs and classifies library materials.

H&SS - Mendota - Specialist

Audio-Visual (AV) provides research and reference services to institution staff and members of the general public; provides consultation to community mental health centers on referral services, equipment, collection development, etc.; develops budget requests for AV materials; and selects and catalogs AV materials.

Legislative Reference Bureau - Specialist

Assembles, organizes and classifies newspaper and legislative magazine clippings on a variety of subject areas; recatalogs committee hearings, reports and bills; and updates the periodical and series collection.

Librarian 3

PR13-05

This is advanced professional library work. Positions allocated to this level are highly specialized and are responsible for providing professional library services to any statewide library system. Positions are responsible for providing professional library services to patrons on a nationwide basis and in addition function as a depository for unique or specialized materials. Positions may in addition function as leadworkers of lower level personnel. Positions at this level function under the general supervision of a Librarian Supervisor. It should also be noted that positions of a similar kind, level, scope and complexity will also be allocated to this level.

Representative Positions

DPI - Reference & Loan

Audio-visual Librarian - provides AV materials; develops policies and procedures as they relate to providing statewide AV reference and loan services; coordinates the selection and acquisition of AV materials; maintains a weeding program; catalogs a variety of AV materials; and answers specialized AV reference questions.

Historical Society - Assistant Government Publications

Librarian - Reviews and directs the work of the State, Provincial, and Local Government publications unit; catalogs Wisconsin government serials; instructs and reviews the descriptive cataloging of retrospective materials and assigns call numbers; and determines the units conservation needs.

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on analysis of the objectives and tasks performed and on an identification of the education, training, work or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

Library Associate 2

PR13-02

Class DescriptionDefinition:

This is full performance level library work of a highly specialized nature in a state agency, university campus or state institution library. Positions allocated to this level function at the full performance level with responsibility for performing a technical library function of considerable difficulty such as cataloging or acquisitions in a specialized area such as a language, social or physical science. Work at this level is performed under the general supervision of higher level professional library personnel.

Examples of Work Performed:

Performs functions found at the Library Associate 1 level, and in addition performs the following in a full performance level capacity:

Searches titles in Romanized and other non-Romanized languages for cataloging records in the library catalogs, LC printed catalogs, New Serial Titles, and other appropriate bibliographies.

Catalogs monographs or serials with less complete partial cataloging or contributed cataloging from the OCLC data base, National Union Catalog and foreign bibliographies.

Provides reference services which usually involves the use of a foreign language or knowledge of a specialized library collection.

Performs original cataloging of print and/or non-print material in a foreign language or a specialized collection.

Serves as a resource person for lower level staff in a language specialty and in more complex searching, cataloging questions and departmental routines.

Trains and revises the cataloging and searching of lower level staff.

Qualifications:

The qualifications required for this classification level will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the objectives and tasks performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.