

EDITED TASK LISTING

CLASSIFICATION: LIBRARY TECHNICAL ASSISTANT (SAFETY)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Circulate material for inmates (e.g., books, periodicals, audiobooks, specialized reading/listening equipment, etc.) to provide access to library materials utilizing push carts, assessing due-date status, computing any applicable fines, sending out notices for lost or overdue books in accordance with Departmental Operation Manual (DOM), institutional policies and procedures, on a daily basis.
2.	Initiate the procurement process for the Institution (e.g., quotes, multiple bids, sole sources, purchasing limits, etc.) to develop a functional library collection utilizing the library catalog, American Library Association (ALA) book lists, bibliographic databases, inmate requests, circulation data, etc., in accordance with DOM, institutional policies and procedures, as needed.
3.	Copy-catalog library materials (e.g., serial publications, books, audiobooks, etc.) to provide access to materials for inmates utilizing approved cataloging systems (i.e., E-Z Cat and Concourse), in accordance with standard library practices [i.e., MARC (Machine Readable Cataloging), AACR2 (Anglo-American Cataloging Rules), RDA (Resource Description and Access)], as needed.
4.	Maintain library materials for inmates (e.g., books, periodicals, audiobooks, specialized reading/listening equipment, etc.) by inspecting the physical condition of available resources, selecting materials for rebinding, repairing and replacing worn or outdated materials using book tape, book glue, manila folders, etc. in accordance with institutional policies and procedures, as needed.
5.	Maintain a complete and accurate catalog of library resources for inmates to ensure inmate access to information in the library through books, periodicals, audiobooks, specialized reading/listening equipment, etc. in accordance with institutional policies and procedures, as needed.
6.	Pre-catalog library materials (e.g., serial publications, books, audiobooks, etc.) to provide ease of access for inmates within the correctional institution by utilizing departmentally approved cataloging systems as required by ALA standards, DOM and institutional policies and procedures, as needed.
7.	Process Inter-Library Loan (ILL) requests for inmates to have access to legal resources outside the regular collection utilizing the ILL requests, as required by the institutional guidelines and in accordance with DOM, institutional policies and procedures, as needed.
8.	Supervise inmate library clerks to provide library and technical services, utilizing job descriptions and duty statements, in accordance with institutional policies and procedures, on a daily basis.
9.	Train inmate library clerks in proper library techniques (e.g., cataloging, classification, reference, circulation, database instruction, etc.) to ensure proper library operations and resources utilizing job descriptions, ALA guidelines, on-one-one instruction, etc., in accordance with institutional policies and procedures, on a daily basis.

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10.	Evaluate the performance of the inmate library clerks to ensure quality operational standards are being met utilizing Strategic Offender Management System (SOMS) identified training needs, incentives, recommend corrective actions, etc., in accordance with DOM, institutional policies and procedures, on a daily basis.
11.	Maintain order and security of work areas and materials by supervising the conduct of inmates to ensure the safety and security of the institutions, by completing reports used for accountability, and applying skills and techniques (e.g., observation of inmates, communication, delegation of tasks, etc.), in accordance with CCR Title 15-Division 3, institutional policies and procedures, etc., on a daily basis.
12.	Complete inmate time keeping to ensure proper time is credited and to document work habits (attendance and punctuality) utilizing forms and supervisory reports (i.e., SOMS-Assignment Attendance and Inmate Pay Sheet), in accordance with DOM, institutional policies and procedures, on a daily basis.
13.	Supervise the conduct of inmates to prevent escapes and injury by completing reports used for accountability, and applying skills and techniques (e.g., observation of inmates, communication, delegation of tasks, etc.), in accordance with CCR Title 15-Division 3, institutional policies and procedures, etc., on a daily basis.
14.	Maintain control of library materials and equipment issued to inmates utilizing visual awareness, perpetual inventory form (Hazardous, Toxic And Volatile Substances, CDCR 2280), and a tool control log, to record and ensure proper use of materials, in accordance with institutional policies and procedures, on a daily basis.
15.	Inspect premises for contraband (e.g. weapons, illegal drugs, pornography, etc.) to ensure the safety and security of the institution, by completing reports used for accountability, and applying skills and techniques (e.g., observation of inmates, communication, delegation of tasks, etc.), in accordance with CCR Title 15-Division 3, institutional policies and procedures, etc., on a daily basis.
16.	Operate standard office equipment (e.g., copier/fax/scanner, personal computer, telephone, etc.) to complete assignment utilizing equipment manuals, In-Service Training (IST), supervisory instruction, etc., in accordance with DOM and institutional policies and procedures, on a daily basis.
17.	File library related documents, forms, reports, etc. to keep accurate archival records, and ensure materials are available for future reference, utilizing filing skills (e.g., alphabetic, chronologic, numeric, subject matter, etc.), in accordance with institutional policies and procedures, on a daily basis.
18.	Prepare new library materials (e.g. books, periodicals, legal resources, pamphlets, binders, memos, operational procedures, etc.) for cataloging in order to maintain accurate library records and make them available for inmate usage, utilizing Integrated Library System (ILS), rubber stamps, computers, printers, barcode scanners, tape, labels, etc., in accordance with institutional policies and procedures, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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19.	Prepare library related reports (e.g., circulation statistics, inventory, inmate access, schedules, photocopy count, etc.) to ensure accountability and document use of library services utilizing forms, Concourse ILS, and log books, in accordance with institutional policies and procedures, as required.
20.	Approve/disapprove requests from inmates for Priority Legal User (PLU) status to provide access for inmates to do legal work utilizing the California and Federal Rules of Court and inmate documentation from the court, in accordance with Title 15 §3122, as needed.
21.	Schedule inmates for library services to ensure they receive court mandated access based on their PLU status utilizing SOMS in accordance with Title 15 §3122, on a daily basis.
22.	Respond to inmate reference questions and deliver library services by conducting reference interviews utilizing bibliographies, electronic media, and instructing inmates on the use of digital and analog resources in accordance with institutional policies and procedures, on a daily basis.
23.	Receive requests and schedule inmates for library services utilizing library forms and SOMS, in accordance with institutional policies and procedures, on a daily basis.
24.	Perform periodic inventory of the library collection utilizing the library catalog in order to ensure resources are available to inmates by shelf reading and referring to the current catalog, in accordance with institutional policies and procedures, as needed.
25.	Monitor accuracy of postings (e.g., Federal, State, and local mandates, legal notices etc.) to ensure inmates have access to current information, utilizing equipment and supplies (e.g., copier, computer, clip boards, bulletin boards, etc.), in accordance with institutional policies and procedures, on a daily basis.
26.	Train inmates in basic computer and software applications [e.g., Microsoft Windows, Electronic Law Library Delivery System (ELLDS) database, etc.] in order to provide inmates with library services utilizing training manuals, workshops, and individualized sessions, in accordance with institutional policies and procedures, as needed.
27.	Manage flow of library services to ensure inmates receive adequate access to information utilizing organization skills (e.g., time management, effective communication, interacting with a diverse population of inmates in the library setting, etc.) in accordance with institutional policies and procedures, on a daily basis.
28.	Encourage education and literacy through library services to inmates by compiling book lists and implementing educational opportunities (e.g., reading programs, poetry contests, book contests, book reports, etc.), in accordance with institutional policies and procedures, as needed.

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29.	Provide information regarding rehabilitation and re-entry services through library resources (e.g., pamphlets, re-entry guides, Alternative Custody Programs (ACP), parolee programming, etc.), utilizing Workforce Investment Act (WIA) donations, non-profit organizations, and State operated programs, in accordance with institutional policies and procedures, as needed.
30.	Train inmates in the use of library resources (e.g., encyclopedias, glossaries, catalogs, databases, etc.), day-to-day functions, basic computer usage, identification of reference resources, etc., in accordance with institutional policies and procedures, as needed.
31.	Supervise inmates to maintain order and conduct utilizing institutional counts, searches, and training (e.g. Injury Illness Prevention Program (IIPP), and Tailgate Safety Meetings, etc.), in accordance with institutional policies and procedures, as needed.