

EDITED TASK LISTING

CLASSIFICATION: PRINCIPAL LIBRARIAN

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

1.	Develop modern library programs (i.e. computerized programs and databases in collection development, acquisition, cataloging and classification, reference, circulation, and preservation of library materials) for California Department of Corrections and Rehabilitation statewide institution implementation utilizing current research materials in accordance with American Library Association standards, California Code of Regulations Title 15, Department Operational Manual, and court mandates.
2.	Develop standard operational procedures in cooperation with the Division of Adult Institutions and the Division of Juvenile Justice for incarcerated offender access to designated library programs in accordance with court mandates, California Code of Regulations Title 15 and Department Operational Manual.
3.	Research possible modern library program options for statewide implementation, (i.e. computerized programs and databases in collection development, acquisition, cataloging and classification, reference, circulation, and preservation of library materials) according to American Library Association standards, California Code of Regulations Title 15, Department Operational Manual, and court mandates.
4.	Evaluate possible modern library program options for statewide implementation, (i.e. computerized programs and databases in collection development, acquisition, cataloging and classification, reference, circulation, and preservation of library materials) according to American Library Association standards, California Code of Regulations Title 15, Department Operational Manual, and court mandates.
5.	Provide training to correctional library staff for the implementation of modern library programs, (i.e. computerized programs and databases in collection development, acquisition, cataloging and classification, reference, circulation, and preservation of library materials) according to American Library Association standards, California Code of Regulations Title 15, Department Operational Manual, and court mandates.
6.	Monitor and assist correctional library staff in the implementation of modern library programs, (i.e. computerized programs and databases in collection development, acquisition, cataloging and classification, reference, circulation, and preservation of library materials) according to American Library Association standards, California Code of Regulations Title 15, Department Operational Manual, and court mandates.
7.	Develop for the California Department of Corrections and Rehabilitation statewide implementation standardized tracking procedures, based on best practices and/or research of new products or programs, for verification of incarcerated offender access and usage of library programs and materials under the instruction of the Office of Correctional Education and/or California Code of Regulations Title 15, Department Operational Manual, and court mandates.

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8.	Provide training to correctional library staff for the implementation of statewide standardized tracking procedures to monitor and evaluate materials access and usage including computerized programs and databases in collection development as needed.
9.	Monitor and assist correctional library staff in the implementation of statewide standardized tracking procedures.
10.	Monitor materials access and usage including computerized programs and databases in collection development for compliance as needed.
11.	Evaluate materials access and usage including computerized programs and databases in collection development for effectiveness as needed.
12.	Provide the California Department of Corrections and Rehabilitation staff, public, and incarcerated offenders with timely and relevant information regarding library related issues in a cost-effective manner utilizing email, telephone, video, and written correspondence as needed.
13.	Research possible information resources both within and beyond the physical confines of the library through databases, telecommunication networks, and cooperative arrangements, for statewide implementation as needed.
14.	Evaluate possible information resources both within and beyond the physical confines of the library through databases, telecommunication networks, and cooperative arrangements, for statewide implementation as needed.
15.	Train correctional library staff on the implementation of adopted statewide information resources both within and beyond the physical confines of the library through databases, telecommunication networks, and cooperative arrangements, for statewide implementation as needed.
16.	Supervise and assist correctional library staff in the implementation of adopted statewide information resources both within and beyond the physical confines of the library through databases, telecommunication networks, and cooperative arrangements, for statewide implementation as needed.
17.	Identify appropriate library program services and information through print and special format materials (i.e. books, journals, photographs, videotapes, and electronic databases, bibliographic citations etc.) and other reference information as required by the American Library Association standards, California Code of Regulations Title 15, Department Operational Manual, and court mandates.
18.	Provide direction to the California Department of Corrections and Rehabilitation staff, public, and incarcerated offenders on how to locate relevant information which answers their questions while meeting the requirements of the American Library Association standards, California Code of Regulations Title 15, Department Operational Manual, and court mandates.

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19.	Provide direction to correctional library staff on the preservation and storage of physical holdings as required by the California Code of Regulations Title 15, Department Operational Manual, and court mandates.
20.	Provide training to correctional library staff on the preservation and storage of physical holdings as required by the California Code of Regulations Title 15, Department Operational Manual, and court mandates.
21.	Remain knowledgeable of the latest library programs and information technology developments as they relate to the performance of library functions for evaluation of possible future implementation of current industry trends according to American Library Association standards in order to enhance program services and maintain compliance with California Code of Regulations Title 15, Department Operational Manual, and court mandates.
22.	Advise administrative staff when general information or supervisory support has been requested on appropriate duties and responsibilities for correctional library staff as needed.
23.	Supervise professional or assigned technical library staff on appropriate responsibilities and/or duties as needed.
24.	Oversight and maintenance of law libraries and/or specialized collection(s) as required by the American Association of Law Libraries, California Code of Regulations Title 15, Department Operational Manual, and court mandates.
25.	Monitor the work of multiple libraries throughout the California Department of Corrections and Rehabilitation as needed according to American Library Association standards, California Code of Regulations Title 15, Department Operational Manual, and court mandates.
26.	Make appropriate recommendations for supplementing general libraries with appropriate levels of high interest, low level literacy material as required by the Office of Correctional Education adopted Literacy Plan.
27.	Make appropriate recommendations for supplementing general libraries with appropriate levels of multi ethnic and foreign language material(s) as required by the Office of Correctional Education, the California Code of Regulations Title 15, and the Department Operational Manual.
28.	Inform correctional library staff of the current required academic and vocational textbooks as required by the Office of Correctional Education.
29.	Make appropriate recommendations for supplementing general libraries with appropriate levels of reference material as required by the Office of Correctional Education, the California Code of Regulations Title 15, and the Department Operational Manual

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30.	Advise as requested by the California Department of Corrections and Rehabilitation, Americans with Disabilities Act compliance monitoring team on appropriate assistance appliances that may be or are required by the American with Disabilities Act.