



STATE OF CONNECTICUT  
BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050  
827-7700  
TEL. NEW BRITAIN: 203-~~229-1602~~ ~~TEL. HARTFORD: 203-568-7733~~

AUTHORIZING RESOLUTION

concerning

The Establishment of a Part-Time Position

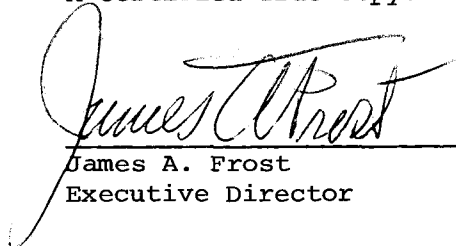
at Western Connecticut State College

Librarian I

August 2, 1979

RESOLVED, That the part-time position, Librarian I, be established at Western Connecticut State College effective August 2, 1979, in accordance with all provisions and expectations as set forth in the proposal dated July 11, 1979, which is attached as an addendum to this Resolution.

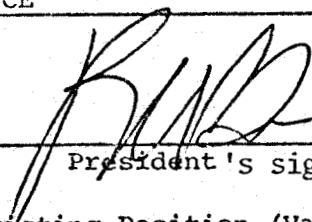
A Certified True Copy:

  
James A. Frost  
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College,

  
President's signature

Concerning:  New Position,  Existing Position (Vacant/Filled)

1. Proposal: To establish a part-time professional librarian position.

2. Proposed Position:

Title/Rank Librarian I

12 Mo. PT Perm.  
10 or 12 mo.  
Full-Part-Time  
Temp. - Perm.

Salary Level

General  
Fund (Gen.,  
Ed. Ext., Aux.)

N/A  
Bargaining Unit  
(less than 20 hrs.)

3. Summary of Function (attach required job description)

See attached description.

4. Rationale for Altering or Establishing Position

Permission is requested to establish a part-time position to provide professional assistance in the library. The cancellation of a full-time librarian position effective July 1, 1979 creates the need for this part-time position.

5. Conditions of Employment if Changed or Different from Norm.

Central Office Use

Consultation with Bargaining Unit Completed \_\_\_\_\_

Approved:

1. For Submission to PERC 7/11/79  
2. By Committee/Board \_\_\_\_\_

Comments:

cc - J. Malone 7/11/79

WESTERN CONNECTICUT STATE COLLEGE

Ruth A. Haas Library

JOB DESCRIPTION

HALF-TIME CATALOGING LIBRARIAN

LIBRARIAN I -- 17½ Hours Per Week

1. Responsible for cataloging and classifying book and non-book library material, involving:
  - a. the use of standard cataloging tools (NUC and other national bibliographies).
  - b. performing original cataloging using AACR and the Library of Congress classification scheme and subject headings. Original cataloging would be done on an infrequent basis.
2. Reclassification of library material (Dewey collection, microform collection, etc.)
3. Maintenance of public card catalog and shelf-list.
4. Aid in training and supervising student assistants and other temporary workers (CETA, graduate assistant, etc.)
5. Participate in library projects as they are developed, e.g. inventory, weeding, computer applications, etc.

PERC 2.143  
✓ 7/6/79

### Interdepartment Message

SAVE TIME: Handwritten messages are acceptable.  
Use carbon if you really need a copy. If typewritten, ignore faint lines.

SO-201 REV. 3/77 STATE OF CONNECTICUT  
(Stock No. 6938-051-01)

<b>To</b>	NAME <i>Cam R</i>	TITLE	DATE <i>7-6-79</i>
	AGENCY	ADDRESS	
<b>From</b>	NAME <i>E D</i>	TITLE	TELEPHONE
	AGENCY	ADDRESS	

SUBJECT *Part Time Librarian I - Western*

*This part-time librarian is designed to pick up the slack from the full time librarian spot that is cancelled. Isn't this what Newton is talking about?*