

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2430
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DIRECTOR OF LIBRARY SERVICES

Appointment

1. The Director of Library Services is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Director of Library Services is responsible to the Vice President-Academic Services.

Duties

The Director of Library Services is responsible for:

1. Implementing the philosophy and policies of the college as they relate to the library.
2. Recommending, evaluating, training and assigning all library personnel.
3. Developing the systematic organization of library work.
4. Preparing and expending the library budgets.
5. Establishing policies and procedures for the selection of library materials.
6. Recommending purchasing of appropriate advanced library technology.
7. Maintaining inventories of library materials, supplies and equipment.
8. Evaluating and improving the library collection.
9. Maintaining the library facility for the comfort and safety of patrons and staff and for the preservation of library materials.
10. Maintaining the district archives.
11. Encouraging maximum use of library resources and services by providing orientations, library publications, and exhibits.

12. Establishing written library policies and communicating them to faculty and students.
13. Providing information for Federal and State reports, grant applications, annual reports of library activities and accreditation reports.
14. Preparing library statements for schedules, catalogs, instructors' manuals, and newsletters.
15. Keeping informed of copyright laws and publishers' policies which affect library services.
16. Encouraging the library staff to support campus activities and programs.
17. Serving as a resource person to community librarians.
18. Coordinating library services with other libraries.
19. Evaluating and improving library services and the library technology program.
20. Performing an other duties as assigned by the Vice President-Academic Services.

The Director of Library Services shall serve in the following capacities:

1. Chair of the Faculty Library Committee.
2. Chair of the Library Technology Advisory Committee.
3. Member of the Steering Committee.
4. Member of the Curriculum Committee.
5. Chair of the Library staff meetings.