

Classification and Qualification



STANDARDS

The California State University System

Library Serials Editor

Class Code 3810

Date Established 06-01-83

Occupation Index Reference H-1

(Chancellor's Office Use Only)

DEFINITION:

Under general direction, the Library Serials Editor has responsibility for a program to develop and provide a library system for compiling and maintaining a systemwide serials union list created as a computerized merged-master data file of periodicals held on CSU campuses. The Editor drafts policy and develops implementation plans for the serials program and assignments related to areas of library administration, assists in drafting policy and implementation, plans. The Library Serials Editor serves as a CSU serials specialist, coordinator, and professional resource to provide advice and assistance to campus librarians regarding library serials, cataloging, bibliographic control and library systems.

Examples of Typical Activities:

The "Examples of Typical Activities" shown below are illustrative of the work performed by an employee in a position with this title although a job description showing assigned duties of a specific job may contain specific duties not outlined in this standard. The latter are not included here since they may change and would not materially affect the classification.

The Library Serials Editor, with recommendations and advice from the systemwide serials advisory committee, assembles, coordinates input and edits a merged-master, computer-readable data base file, known as the CSU Union List of Serials, for completeness and accuracy. The Library Serials Editor is responsible for working with computer system specialists to establish and maintain a computerized system for providing a union serials list.

Using library cataloging practices (primarily using the *Anglo American Cataloging Rules – Second Edition*) and filing codes, as well as consulting with the advisory committee, the Library Serials Editor develops and documents interpretations, policies and practices for maintaining uniformity, accuracy and consistency with recognized standards for library serials lists.

The Library Serials Editor develops procedures, manuals, tools, guides and training to ensure uniform and accurate input of data by each campus.

The Library Serials Editor will coordinate publishing of the serials list until all campuses achieve direct online computer access to the list. The publication of the serials list requires developing and maintaining the budget for printing; developing related contracts; coordinating transfer of the computer tapes to the printer; development of covers and introductory pages; final editing; developing and maintaining the timetable; and marketing and distribution of the finished publication.

The editing of the list is of two major types: 1) editing input of entries made directly by campuses into the computer; and 2) editing material submitted by campuses to be input into the data base at the Chancellor's Office. This task improves accuracy for current data but has the more important function of facilitating the identification of problems in the data processing system which the Serials Editor needs to have solved by working with data processing specialists.

The Library Serials Editor may assist in assigned library development projects requiring knowledge of principles and practices of library administration related to technical services and familiarity with the differences in CSU campus technical service departments. Administrative assignments may include involvement in systemwide planning and analyzing budget allocations or expenditures of funds for library services.

The Library Serials Editor serves as an advisor on serials and provides assistance regarding problems in other systemwide library technical service areas; i.e., serves as CSU representative to the contract company for OCLC (Ohio College Library Center). The Library Serials Editor represents the CSU to producers of other serial union lists, commonly used in CSU campus libraries, such as to the University of California Serials Editor.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of library organization, functions, methods, procedures and practices; thorough knowledge of current trends in providing library technical services; comprehensive knowledge of cataloging rules and practices (*Anglo American Cataloging Rules – Second Edition*); knowledge of computerized library operations or ability to acquire such knowledge rapidly; knowledge of academic libraries or ability to acquire such knowledge rapidly.

Ability to identify problems by analyzing errors and omissions and to develop solutions; ability to develop working relationships with an advisory committee; ability to develop professional liaison and working relationships with campus administrators and librarians; the ability to facilitate and develop computerized systems jointly by working with computer system specialists; ability to identify changing needs of the campus libraries and to develop solutions using the application of new technology; persuasiveness and leadership qualities in encouraging cooperation for a systemwide program; ability to analyze budgets and to assist others in making changes which will ultimately result in budget impact.

and

Experience:

At least three years of professional library experience involving responsibility as the serials or government documents librarian.

and

Education:

A graduate degree in library science from a library school accredited by the American Library Association or equivalent.

Work Week Group: 4C
Premium O/T: No
Shift Differential: No
Employee Category: Administrative