

October 18, 1971

TO: Mr. David Kirk, Coordinator of the Public Employment Program

FROM: Mr. Robert Dumas, City Librarian

SUBJECT: Emergency Employment Act - High Impact - Model - Library Participation

Subject to the approval of the Library Board of Directors, and whatever modifications they may deem necessary, the library proposes to participate in the Public Employment Program in the following ways. These modes of participation are listed in the order of their importance to the library program after having taken into consideration problems of availability of suitable staff.

Project No. 1: Program to update the bibliographic records of the library

The main aspect of this project will involve a complete inventory of books and other library materials. It is anticipated that the project will require a staff of two working over a one-year period. Typical tasks involved in this project will be the comparison of books and other material with the shelf list cards for the purpose of verifying bibliographic detail. Subsidiary routines will involve checking standard bibliographies under professional supervision for the purpose of determining whether missing items need be replaced, their availability in print, their out-of-print status, etc. Other work will involve accomplishing routine correspondence and office work for the supervisor of Adult Services, especially in matters relating to the project of updating library bibliographic records.

Staff Requirements: 2 persons

Job Title: Clerk Typist

Salary: \$5,100

Educational Background: High School graduation or equivalent

Necessary Skills: Typing speed of at least 50 words per minute;
some dictation preferred

Project No. 2: Special Collections Maintenance Program

It is expected that this program will require one staff member over a period of at least one year. This project will be performed within the Technical Services Division of the library and will involve under supervision the training in and accomplishment of those routines necessary for the preservation and useability of library materials. The work will consist of, but not be limited to, the repair of books and other materials, the preparation of books and other materials beyond the scope of in-building repair for shipment to contractors outside of the library. In addition, the work will consist of the preparation, filing, and discharge of those records necessary for inventory control in the handling and processing of books being repaired within the building or sent to outside contractors. To the degree that it is possible to train a staff member, work will also be delegated to him involving searching materials in the shelf list and standard bibliography, etc., for materials, checking in-print status, etc., for those books being withdrawn as unsuitable for repair in the course of performing the above work.

Personnel Requirements: One person

Job Title: Materials Maintenance Clerk

Salary: \$4,200

Educational Requirement: High School graduation or equivalent

Training and Experience Desired: Manual dexterity and experience in maintaining simple office records is desirable.

Project No. 3: Community Relations Program

This program has as its objectives the relating of the library and its services to the lives and the socio-economic interests of residents of the inner city. The work will involve on the one hand the inventorying of the needs of inner-city residents and the relating of this inventory to library materials and services. The staff here will be concerned with interpreting the community to the library. On the other hand, it will be the work of the staff to inventory the materials and services of the library and relate these services and materials to the need of inner-city residents. This aspect of the work will involve the interpretation of the library to its patrons in the inner city, both actual and potential. It is expected that a concomitant of this program will be the augmentation and in some cases duplication of library materials and services in order better to serve those residents of the city most likely to be overlooked in library planning, or ineffectually dealt with from the lack of necessary information.

Staff Requirements: Two persons

(1) Job Title: Coordinator of Community Relations

Staff Requirements: College graduate with some academic background in the social sciences and/or courses in library science.

Salary: \$9,000

Desirable Training and Experience: Some background in a social service agency is desirable.

(2) Job Title: Community Relations Clerk

Staff Requirements: High School graduation or equivalent

Salary: \$5,100

Desirable Background and Training: Some typing desirable. Preferable experience should include office work and/or work in a social service agency. It is expected that this person would serve as an assistant to the community relations coordinator listed above. Outgoing personality would be desirable.

Project No. 4: Extension Services Development Program

It will be the function of this program to update collections and services in the Extension Division to the point where they would be comparable with extension services in other cities of this size. As a subsidiary to this goal, it is expected that the staff in this program would be actively involved in the serving of public library patrons in the adult and juvenile fields. Under professional supervision, they would develop techniques and maintain records that would guarantee inventory and bibliographic control over bookmobile book stock.

Staff Requirements: 2 persons

- (1) Job Title: Extension Children's Librarian - one person

Educational Background: College graduate; academic courses in Children's literature and other aspects of library service to children. Masters degree in library science desirable.

Salary: \$8,000 - \$9,500

- (2) Job Title: Extension Adult Librarian - one person

Training Requirements: College graduation. Academic courses in reference and cataloging or other adult service orientated courses. Masters degree in library science desirable.

Salary: \$8,000 - \$9,500