

## Duties and Responsibilities of Librarians

If you would like to apply to be a librarian for the Arc+ID Resource Library, please fill out the [Librarian Application Form](#). To be eligible, you must have established candidacy in the Arc+ID Certificate Program and must have taken either Surface Materials or two History classes.

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### HOURS & SCHEDULE

Your shift is four and a half hours a week for ten weeks at the assigned day and time which coincides with the beginning and end of each UCLA Extension quarter. ***Always check in with the Arc+ID Program Coordinator when you arrive and lock the resource library when you leave.*** If you are ever unable to be present, you are responsible for arranging to have your shift covered by one of the other librarians.

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### CUSTOMER SERVICE

***The resource library is for use by Interior Design Program candidates only.*** It is your responsibility to check candidacy cards to see that users have paid their candidacy fee within the last four years. You are expected to be courteous and helpful to all users.

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### DONATIONS

You are responsible for managing donations to the library. They must be organized and put away as soon as possible after their arrival. Be prepared to discard as much as is needed so that only the available shelf space is used and users have a clean work area. The floor, the work tables, and especially the tops of the shelving units should never be used for storage. It is up to you to determine which materials will be useful to have or not, and to assist with the solicitation for donations of materials that are in short supply. You and the other librarians will maintain a list of suppliers.

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### BOOKS & MAGAZINES

Books and magazines designated as for reference (as opposed to those which may be cut up) are not to be checked out. If a person wishes to take a book or reference magazine to be copied, you must hold some form of ID of theirs while they are gone. You are responsible for keeping books and magazines organized, cataloged and indexed.

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### TRAFFIC LOG

You and the other librarians will maintain a log that lists the number of users that come in during each shift and indicates the time and the reason(s) why they came. The titles of any requested books are to be included.

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### REPAIRS & SUPPLIES

Please notify the Arc+ID Program Coordinator immediately if any repairs, equipment, or supplies are needed.

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### OTHER RESPONSIBILITIES

Please keep the Arc+ID Program Coordinator and the other librarians informed about any unusual or otherwise relevant situations as they occur. You may be asked to attend meetings to discuss matters related to the Resource Library. You are also expected to assist Arc+ID staff from time to time with special projects such as student project organization and exhibits, envelope stuffing and labeling, filing, etc.

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### LIBRARIAN ENROLLMENT CREDIT

One complimentary enrollment credit of \$400 will be awarded after your 40.5 hours of work have been completed. The right to a complimentary enrollment earned by a librarian ***expires after one year.*** To receive your credit, you will receive a comp enrollment form that you must fill out and submit to the Arc+ID Administration office. Please note: Complimentary course credit only applies to Arc+ID courses.