

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: I 16.0  
Procedure Name: Library Faculty and Professional Librarian Assignments  
Relevant Board Policy: [D.2.5 Hiring Authority, Status, Assignments and Duties](#)  
Originating Unit: Library  
Maintenance Unit: Dean of Learning Resources

I. Purpose: To establish guidelines for library faculty and professional librarian assignments.

II. Procedure Statement:

A. Full-time Library Faculty and full-time Professional Librarian Assignments:

1. The Library Dean has primary responsibility for designating full-time faculty librarian and full-time professional librarian assignments. Each nine-month contracted full-time faculty librarian and twelve-month contracted full-time professional librarian will be assigned as lead of a library department.
2. During each fall and spring semester, full-time library faculty must be assigned a minimum of fifteen instructional hours per week. Additional instructional hours will be assigned as required by library needs. Instructional hours consist of reference instruction, classroom instruction, and/or Library a la Carte instruction. The remaining twenty-five hours (or less) are spent fulfilling the managerial and supervisory responsibilities of their assigned library department and assigned projects. Full-time library faculty complete all duties on-campus or by attending authorized off-campus events (i.e., committee meetings, workshops, conferences). Summer assignments for full-time faculty librarians are dependent upon institutional need and are determined by the Library Dean, in consultation with the Vice President of Academic Success with final approval by the President.
3. Full-time professional librarians are year-round employees. Full-time professional librarians are assigned instructional hours as determined by library needs. Instructional hours consist of reference instruction, classroom instruction, and/or Library a la Carte instruction. Additionally, full-time professional librarians are responsible for managing and supervising staff in an assigned library department as well as completing assigned projects.

B. Part-Time Professional Librarian Assignments:

1. Part-time professional librarians are assigned their library duties by the lead reference librarian, in consultation with the Library Dean. Library assignments may include a departmental liaison assignment, assistant to a full-time librarian, a special project, or assignment as weekend lead librarian. Part-time librarians may be scheduled to work up to 19 instructional hours per week (i.e., reference desk,

Library a la Carte, classroom instruction). Summer assignments for part-time librarians are dependent upon institutional need and are determined by the Library Dean, in consultation with the Vice President of Academic Success with final approval by the President.

Issued: December 13, 2010

Approved: Ana M. Guzman  
President

Revised: February 10, 2016

Approved: (signed: Dr. Mike Flores  
President