

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	4.074
	STATE OF HAWAII	4.076
.....		4.078
	Minimum Qualification Specifications	4.080
	for the Classes:	4.082

LIBRARIAN II, III, IV, V and VI

**Basic Education/Experience Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess Professional Librarian Experience as described below, or any other progressively responsible administrative, professional, or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for the education on a year-for-year basis.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Master's Degree in Library Science: Applicants who possess a master's degree in library science from an accredited college or university will be deemed to have met all the education and experience requirements for the class Librarian III.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Professional Librarian Exp (years) BA/BS Option	Professional Librarian Exp (years) MLS Option	Supervisory Experience (years)
Librarian II	1/2	0	0
Librarian III	1-1/2	0	0
Librarian IV	2-1/2	1	0
Librarian V	3-1/2	2	0
Librarian VI	4-1/2	3	1

Professional Librarian Experience: Progressively responsible professional experience in one or more major functional areas of librarianship (e.g., selection, acquisition, cataloging and classification of materials, collection development and maintenance, reference and readers' advisory services, or development and promotion of library services), which required the application of principles, practices, knowledge, theories and tools of library science.

For the classes Librarian III, IV and V, at least one (1) year of experience must have been comparable to the next lower level in the State service. For the class Librarian VI, one (1) year of experience must have been comparable to the class Librarian V, or two (2) years must have been comparable to the class Librarian IV.

Supervisory Experience: Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

The Supervisory Experience may have been gained concurrently or separately in meeting the Professional Librarian Experience requirements.

### **Non-Qualifying Experience**

Work experience in a library, bookstore, or other agency or institution dealing with books, printed material, and other recorded knowledge which did not involve the application of the principles, practices, knowledge, theories and tools of library science will not be acceptable. Examples of such non-qualifying experience are as follows:

1. Work in collections of fiction, recreational, or other reading material where materials are not formally cataloged or classified.
2. Experience in wholesale or retail bookstore, circulating fiction and club libraries, or hospital record departments.
3. Experience as a library page, as a library attendant or as a clerical worker, even though the duties included such work as charging and discharging books or typing catalog cards or orders for books and materials.
4. Nonprofessional work in a library on a paid or volunteer basis.

5. Training in the use of libraries and library facilities such as is given in orientation courses to college freshmen.
6. Work performed as part of an internship or practicum in fulfilling educational requirements.

### **Substitutions Allowed**

1. Successful completion of graduate-level course work in library science from an accredited college or university may be substituted for Professional Librarian Experience (but not for work experience comparable to the Librarian III or higher levels in the State service), on the basis of fifteen (15) semester credit hours for six (6) months of Professional Librarian Experience, up to a maximum of one (1) year.
2. A Ph.D. or doctorate degree in library science from an accredited college or university may be substituted for all of the Professional Librarian Experience required for the classes Librarian II, III and IV.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

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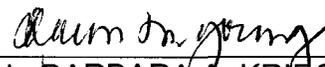
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes LIBRARIAN II, III, IV, V and VI, which were approved on December 4, 1989.

DATE APPROVED: 10/22/2012

  
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