

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: I 16.0  
Procedure Name: Library Faculty and Professional Librarian Assignments  
Relevant Board/  
SACSCOC Policy: D.2.5 Hiring Authority, Status, Assignments and Duties  
Originating Unit: Library  
Maintenance Unit: Dean of Academic Success  
Vice President of Academic Success

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

II. Procedure Statement:

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

1. The academic dean overseeing the library has primary responsibility for the assignment of faculty librarian and full-time professional librarian assignments. Each faculty librarian and full-time professional librarian will be assigned as lead of a library department.
2. During each fall and spring semester, the academic dean overseeing the library will assign a minimum of 15 instructional hours per week to each full-time librarian. Additional instructional hours will be assigned as required by library needs. Full-time faculty librarians are on a nine-month contract and summer assignments for full-time faculty librarians are dependent upon institutional need as determined by the Academic Success Dean that oversees the library, in consultation with the Vice President of Academic Success. Full-time professional librarians are year-round (12 month) employees.

B. Part-Time Professional Librarian Assignments:

1. Assignments for part-time librarians are dependent upon institutional need. Part-time professional librarians are assigned their library duties by the lead reference librarian, in consultation with the Academic Dean overseeing the library.

Date Created: December 13, 2010

Date Updated/ Approved: June 1, 2021

Approved:

(signed: Beth Tanner)  
Vice President of Academic Success

(signed: Dr. Robert Garza)  
President