

United States Office of Personnel Management
Operating Manual
Qualification Standards for General Schedule Positions

Individual Occupational Requirements for

GS-1410: Librarian Series

The text below is extracted verbatim from Section IV-B of the Operating Manual for Qualification Standards for General Schedule Positions (p.IV-B-198), but contains minor edits to conform to web-page requirements.

Use these individual occupational requirements in conjunction with the “Group Coverage Qualification Standard for Professional and Scientific Positions.” ~~This is an individual qualification standard.~~

Basic Requirements:

All librarians must meet the requirements for professional education in library science or possess equivalent experience and education as shown for GS-7; however, as a standard practice applicants typically enter at grade GS-9 on the basis of a master's degree in library science.

Since many libraries are highly specialized, some librarian positions require a knowledge of a specialized subject or field of endeavor. ~~since many libraries are highly specialized. Such subject matter knowledge typically covers a broad field, rather than a deep subject knowledge and competence related to a specific discipline, or a full knowledge of the state of the art.~~ Also, since materials in libraries are often in foreign languages, some librarians must have a proficient knowledge of one or more foreign languages. For such positions, applicants must meet requirements that are directly related to the subject matter or language of the specialization. These requirements are in addition to the basic professional library science requirements that apply to all positions. However, these requirements may be included in or supplemental to those specified for all positions. The following specializations are authorized: biological, medical, social or physical sciences, education, fine arts, business and industry, humanities, law, music, engineering, and the Germanic, Slavic, Oriental, ~~Arabic~~, Semitic, or Romance languages.

For GS-7: Applicants must meet the requirements specified in paragraphs A or B ~~A, B, or C~~ below.

A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree;

OR

~~B. Completion of all the requirements for a "5th-year" bachelor's degree in library science and at least 1 year of library experience that included the performance of duties in one or more functional areas of librarianship at the GS-5 or higher grade level;~~

OR

€ B. A total of at least 5 years of a combination of college-level education, training, and ~~or~~ experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and ~~or~~ experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services. Under this provision: _____

- ~~1. If an applicant qualifies on the basis of college level education, he or she must have had at least 1 year of library experience comparable in difficulty and responsibility to that of a GS-5 or higher level library technician, technical information specialist, or subject matter specialist, e.g., a chemist, performing library services.~~
- ~~2. If an applicant qualifies on the basis of experience alone, with no college level education or training, he or she must have had at least 2 years of library experience comparable in difficulty and responsibility to that of a GS-5 or higher level library technician.~~
- ~~3. An applicant may qualify under any time and quality equivalent combinations of the requirements shown in paragraphs (2) and (3).~~
- ~~4. Specialized training, e.g., training at a school for library technicians or through "in-house" courses, will be allowed appropriate credit depending upon its applicability and extent.~~

For Librarian (appropriate specialization): Applicants must also possess specialized knowledge of a subject-matter field and/or proficiency in one or more foreign languages directly related to the position(s) being filled. When such knowledge is required for the position, an applicant's education or experience must have included or been supplemented by the requirements specified in one of the paragraphs below:

- a. A full 4-year course of study in an accredited college or university that meets all academic requirements for a bachelor's degree that included at least 24 semester hours in the specialized field for which the applicant is being considered, e.g., physical science, biological science, social science; or that included any combination of subjects with at least 15 semester hours in a major subject (such as physics or chemistry) that is especially applicable to the position for which the applicant is being considered; *or*
- b. Completion of at least 24 semester hours of legal study in an accredited law school for positions primarily concerned with providing library services in law or legislative reference; *or*
- c. Four years of pertinent experience of such nature and level to provide a knowledge of the basic principles, theories, practices, techniques, terminology and expressions of the appropriate discipline or subject-matter field; an understanding of the standard methods, procedures, and techniques of research and analysis in the subject-matter field; ability to acquire additional information about the field and related fields; and some knowledge of literature resources in the field.

Such experience should be equivalent to that which would have been acquired through successful completion of a full 4-year curriculum in an accredited college or university with major study in appropriate subjects, or combination of subjects, as specified in (a) above; or legal training as specified in (b) above; *or*

d. Any time equivalent combination of experience as described in (c) with education as described in (a) or (b) above; or

e. Demonstrated ability as shown by education or experience to read or translate information from one or more foreign languages into English.

~~Additional Requirements for GS-9 and Above:-~~

~~For GS-9:-~~

~~A. Completion of all the requirements for a master's degree or 2 full academic years of graduate study in library science, in an accredited college or university;-~~

~~OR~~

~~B. In addition to meeting the basic requirements for GS-7, one of the following:-~~

~~1. One year of professional experience in librarianship that included the performance, supervision, or administration of one or more major functional areas of librarianship (i.e., selection, acquisition, cataloging and classification of materials, bibliographic and readers' advisory services, reference and literature searching services, library management, systems planning, or development and strengthening of library services). Some positions are highly specialized in one functional area, and may require that the advanced experience be in the appropriate function; *or*~~

~~2. One year of professional or advanced experience in the subject matter or language that provided the applicant with the professional technical, language, or other specialized knowledge and abilities required by the particular position. Such experience may have been gained as a specialized librarian; or as a subjects specialist, professor or teacher, translator, technical writer or editor, literature searcher, indexer, or abstractor, etc. in the particular subject matter and/or language area; *or*~~

~~3. Completion of all the requirements for a master's degree or 2 full academic years of graduate education in a subject matter field that is especially applicable and that provided knowledge required to perform the duties of the position.~~

~~For GS-11:-~~

~~A. In addition to meeting the basic requirements or the educational requirements described at GS-9, applicants must have had either 1 year of professional experience in librarianship or experience in a subject matter or language area appropriate to the position equivalent to at least GS-9;-~~

~~OR~~

~~B. Completion of all the requirements for a doctoral degree (or equivalent) or 3 full academic years of graduate education in library science;~~

~~OR~~

~~C. In addition to meeting the basic requirements, applicants must have completed all the requirements for a doctoral degree (Ph.D. or equivalent); or 3 full academic years of graduate education in a subject matter or language area appropriate to the position.~~

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~~*For GS-12 and above:*~~

~~In addition to meeting the basic requirements, applicants must have 1 year of experience equivalent to at least the next lower grade level.~~

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~~*Combining Professional Experience and Graduate Education:*~~

~~Equivalent combinations of professional experience and graduate education of the types described above are acceptable at grades GS-7 through GS-11.~~

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~~*Evaluation of Experience and Training:* At GS-9 and above, librarian positions concerned with acquisition, cataloging, or reference work are sometimes highly specialized. In filling such positions, consideration may be limited to those eligibles who have had experience in the appropriate specialization at a qualifying level of difficulty. In filling positions at any grade level that call for a knowledge of foreign languages or special subjects such as law, medicine, physical science, etc., selection must be made from among eligibles who are qualified in these special areas.~~

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~~For GS-13 through GS-15 librarians, primary consideration will be given to the extent to which applicants possess the following:~~

- ~~1. Understanding of the techniques and methods of library science.~~
- ~~2. Knowledge of a specific subject matter field.~~
- ~~3. Ability to plan a library program to meet the needs of the agency.~~
- ~~4. Ability to carry out broad library programs.~~
- ~~5. Ability to plan and coordinate the work of assistants.~~
- ~~6. Ability to train and develop a staff.~~
- ~~7. Ability to maintain good working relationships with the staff and other associates.~~
- ~~8. Leadership in the field of library science.~~

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~~*Nonqualifying Experience and Training:* No credit will be given toward meeting the experience requirements for positions in this series for work in the following situations:~~

- ~~1. Work with collections of fiction, recreational, or other reading material where no formal cataloging or classification of material is performed.~~
- ~~2. Experience in wholesale or retail bookstores, 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 or other clerical work in a library.~~

~~———4. Training in the particular use of libraries and library facilities such as is given in orientation courses to college freshmen.~~

SUPERVISORY AND ADMINISTRATIVE POSITIONS

For supervisory positions, see the "Qualification Standard for Supervisory Positions" in Section IV-A of this Manual. For positions concerned with administration, management, or direction of library programs, candidates must meet all other requirements for the particular grade and also show that they possess the required administrative and/or managerial ability to perform successfully the duties of such positions. Education, training, or experience of the candidate should demonstrate, e.g., ability to manage or direct a library, group of libraries, or library system; ability to plan, organize, and direct the development and execution of library programs, policies, and procedures; ability to plan or conduct management studies, public relations, and educational activities, ability to plan, develop and carry out administrative activities of the library or library system concerned with budget and finance, personnel, plant and equipment, etc.