

	Functional Area	Description
1	Senior Management	Senior managers such as Director/Dean, Associate Director/Dean, Assistant Director/Dean, etc.
2	Branch/Unit/Department Management	Managers with primary responsibility for leading/supervising discrete operational or functional areas
3	Access Services	Primary responsibilities include: providing access to material and services through units such as circulation, ILL, course reserves, etc.
4	Acquisitions	Primary responsibilities include: acquiring and receiving library materials and resources
5	Archiving/Curatorial/Rare Books	Primary responsibilities include: maintaining and/or promoting archival materials or a special collection
6	Assessment	Primary responsibilities include: assessing library services and programs
7	Cataloging/Bibliographic Control/Metadata	Primary responsibilities include: providing user access to library resources by managing the creation, maintenance, and loading of metadata
8	Circulation	Primary responsibilities include: managing the process of checking materials in and out and shelving materials
9	Collection Development/Management	Primary responsibilities include: overseeing the selection of materials and/or managing collections
10	Communications/Public Information	Primary responsibilities include: generating and coordinating public relations and information efforts
11	Data Curation	Primary responsibilities include: managing the lifecycle of digital/data materials for preservation, access and use
12	Development/Fundraising	Primary responsibilities include: various aspects of fundraising and generating gifts
13	Digital Services	Primary responsibilities include: identifying and implementing digital library initiatives
14	Digital User Services	Primary responsibilities include: ensuring the development and coordination of electronic products and services
15	Distance Learning	Primary responsibilities include: providing services to distance learning population
16	Document Delivery	Primary responsibilities include: delivering requested materials
17	Exhibits Coordination	Primary responsibilities include: coordinating and developing library exhibits
18	Facilities/Security	Primary responsibilities include: managing library facilities and/or security
19	Finance/Budget/Accounting	Primary responsibilities include: managing fiscal operations

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20	Government Documents	Primary responsibilities include: managing information produced by government agencies
21	Grants Management	Primary responsibilities include: grant writing and/or proposal development; and/or grants management
22	Human Resources	Primary responsibilities include: overseeing human resource functions
23	Instruction	Primary responsibilities include: designing and delivering instructional programs designed to teach library users how to locate, use and evaluate resources
24	Integrated Library System	Primary responsibilities include: overseeing an integrated library system used to track items owned, orders made, bills paid and materials loaned
25	InterLibrary Loan	Primary responsibilities include: oversight of loaning and borrowing services from one library to another
26	Liaison	Primary responsibilities include: providing library information and services to faculty and students in an assigned area
27	Media/Multi-Media Specialist	Primary responsibilities include: managing multimedia equipment, productions and/or files
28	Off-Site Storage	Primary responsibilities include: oversight of storage facility used to accommodate library materials
29	Outreach Services	Primary responsibilities include: promoting library services that support equitable access to information to traditional and nontraditional patrons
30	Preservation/Conservation	Primary responsibilities include: maintaining and restoring access to physical artifacts, documents and records through treatment and prevention of decay and damage
31	Reference/Research	Primary responsibilities include: providing research and reference assistance to patrons
32	Scholarly Communication/Copyright	Primary responsibilities include: providing expertise on copyright, intellectual property and/or scholarly publishing
33	Shared Collections	Primary responsibilities include: oversight of shared collection services and/or management
34	Staff Development/Training	Primary responsibilities include: oversight of library staff training and development programs and services
35	Subject Specialist	Primary responsibilities include: providing library services in a specific area of expertise
36	Systems/Information Technology	Primary responsibilities include: providing systems and information technology services