

Task List for Library Staff Working at Home

If you have staff needing to justify their work while the library is closed, whether they be in-house or remote, here are a list of actual task descriptions in job listings for remote/virtual librarians and from Department of Labor's ONET Online database of typical tasks for librarian jobs.

- Provide support for the content development and maintenance of the company's health-related websites.
- Review and clean project data, perform research, prepare tables and PowerPoint slides, and perform clerical duties.
- Will be creating PCC BIBCO-level catalog records, assigning subject headings, and creating name authority records.
- Develop, improve/promote library initiatives, collaborate with stakeholders, experts/staff in gathering requirements, and refine information services/products.
- Provide significant reference support, some weekend hours, answer reference queries, compile bibliographies, and direct students and faculty to current resources.
- Responsibilities include serving as the primary point of contact for support requests, responding to questions & research services requests, and facilitating training on how to use online resources.
- Capture digital images of documents, perform quality audits on each project, and track progress by entering data into spreadsheets and other software.
- Designs & performs systematic literature reviews
- Assist users with research, utilizing library tools and resources, and suggest materials for further study. This individual will also assist users with general inquires of citation styles, technology and University information as needed. Other projects as assigned may include: creating subject and course guides, writing FAQs, creating database tutorials for team meetings, and more.
- The Virtual Collections Librarian serves as the digital materials selector in Collection Development, assists the Director of Library Collections with the evaluation and selection of electronic resources, and serves as the Virtual Collections liaison to relevant departments.
- May serve as "virtual librarian," responding to e-mail queries from the public and other libraries and patrons.
May provide input to reports, minutes, and letters for Team, Library Board of Trustees, etc. related to library policy, programming and/or school related activities.
Keeps current with developments in the library profession. Might attend professional meetings, conferences and webinars, participates in team planning and goal setting.
- Provides support for information architecture, user experience, and web usability projects.
- Provide reference desk and virtual reference support through chat and web-based services.
- Supports website maintenance, JavaScript and Stylesheet (CSS) development and maintenance using Drupal, DreamWeaver, and Adobe Photoshop.
- Provides analysis and consultation for the implementation and integration of metadata and controlled terminology requirements within client initiatives for information architecture.
- The staffer will serve on a team that provides support for the client in the areas of creating content inventories, maintaining web pages, compiling and analyzing web metrics, and providing guidance to the client group for the assignment of appropriate metadata to its web content. The Librarian will also have a role in providing support for tracking of the overall IA framework and how specific client offices and programs fit within the overall architecture.
- Identify and build relationships with potential donors.

- Write and send letters of thanks to donors.
- Secure commitments of participation or donation from individuals or corporate donors.
- Develop fundraising activity plans that maximize participation or contributions and minimize costs.
- Develop strategies to encourage new or increased contributions.
- Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- Maintain records and files of work and revisions.
- Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- Select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.
- Identify main client groups and audiences, determine the best way to communicate publicity information to them, and develop and implement a communication plan.
- Develop and maintain the company's corporate image and identity, which includes the use of logos and signage.
- Manage special events, such as sponsorship of races, parties introducing new products, or other activities the firm supports, to gain public attention through the media without advertising directly.
- Write interesting and effective press releases, prepare information for media kits, and develop and maintain company internet or intranet web pages.
- Design and edit promotional publications, such as brochures.
- Organize archival records and develop classification systems to facilitate access to archival materials.
- Provide reference services and assistance for users needing archival materials.
- Prepare archival records, such as document descriptions, to allow easy access to information.
- Establish and administer policy guidelines concerning public access and use of materials.
- Research and record the origins and historical significance of archival materials.