

Bibliographer

University of California, Los Angeles
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Class Specifications - B.15
Bibliographer II - 6732
Bibliographer I - 6733

SERIES CONCEPT

Bibliographers prepare bibliographies and abstracts of technical or scientific materials written in English or one or more foreign languages; and perform other related duties as required.

CLASS CONCEPTS

Bibliographer II

Under general supervision, incumbents compile bibliographies of materials in a given technical or scientific subject matter area; canvass literature in a highly specialized field, including works in a foreign language, to select materials to be included in bibliographies; read and abstract articles of value to a specific technical or scientific project; prepare index cards for articles of a technical or scientific nature; read copy of technical or scientific publication material, and check bibliographies against references; conduct library research to locate additional references of value to a specific project; determine which articles are of sufficient importance or value to a specific project to be abstracted; and may supervise another bibliographer or clerical assistant on a project.

Positions in this class are required to have a highly specialized technical or scientific knowledge of a particular field, such as entomology or anthropology, in which bibliographic work is performed and library research techniques are utilized.

Bibliographer I

Under supervision, incumbents compile bibliographies of printed materials in a given subject matter area from previous bibliographies; canvass literature in a specific subject matter area, including works in a foreign language, to select articles to be included in bibliographies; read and prepare summaries of articles of value to a specific project; prepare index cards for articles according to subject and classification; prepare annotated bibliographies; obtain various requested volumes and current publications from the library as needed; read copy of publication material, and check bibliographies against references; check to see if books and other publications are available for purchase; and may do rough draft manuscript typing.

Bibliographer I positions differ from Bibliographer II positions in that they require only a reading knowledge of the subject matter field in which the bibliographic work is performed rather than specialized scientific or technical knowledge of the field as required at the Bibliographer II level.

MINIMUM QUALIFICATIONS

Bibliographer II

Graduation from high school or a General Education Diploma and two years of library, research, or related experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Bibliographer I

Graduation from high school or a General Education Diploma and one year of library, research, or related experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.