

GUAM PUBLIC LIBRARY SYSTEM

Program: PUBLIC SERVICE

Although the Guam Public Library System has one (1) Program, it consists of four (4) support divisions as follows:

A. Administration Support

Description:

1. Carries out policies established by the Guam Public Library System Board.
2. Plans and budgets for library needs.
3. Plans and establishes new library services.

B. Site Services/Projects/Activities Support

Description:

1. Functions as an information center to assist patrons with research needs.
2. Provides instruction in library skills as needed.
3. Provides for recreational reading for children and adults.
4. Implements and maintains existing library services and programs for the community.

C. Collection Development & Management Support

Description:

1. Selects and acquires of all print and non-print materials.
2. Catalogs all acquired materials using shelf-listing and online data.

D. Network and Information System Support

Description:

1. Maintains the local area networks (LANS) in Hagatna and Dededo Libraries.
2. Uses the library management system software “Horizon Sunrise System” developed by Epixtech with the following models:

Cataloging, Circulation, Serials, Reference, Acquisition,
PAC (Public Access Catalog)

- Staff PAC
 - Internet PAC
 - PAC for Windows
3. Archives/retrieves Guam Collection documents using Alchemy Gold and Cannon Microfilm imaging systems; sets up and maintains these databases.
 4. Maintains patron and staff Internet and e-mail access. Maintains Internet Proxy Server using Win Proxy.
 5. Maintains a CD/DVD Server: image creation, caching and providing access to users on the network.
 6. Responsible for Computer Operations Jobs that are scheduled and executed on a daily basis, and offsite Backup/Recovery Systems
 7. Attends training on current and new library technologies.
 8. Installs and configures new computer and hardware and software.