

ADULT READER'S ADVISORY COMPETENCIES **(Revised July 27, 2009)**

In recent years, Reader's Advisory services have expanded from assisting library users with identifying books to read to assisting users with identifying materials for viewing and listening. These services consist of recommending titles of potential interest to the user to match the user's interests and experience as well as promoting the collection.

Library Support Staff will know:

1. The library's collection and where to locate materials by type and genre.
2. A general familiarity with popular and classic fiction, including a knowledge of authors, various fiction genres, and popular, current non-fiction.
3. A general familiarity with popular and classical music, including a general knowledge of performers and composers.
4. A general familiarity with variety of films, including a general knowledge of directors and actors in different film and media genres.
5. Online and print readers' advisory tools and reviewing sources.
6. Formats appropriate for persons with disabilities affecting vision, hearing, or understanding.

Library Support Staff will be able to:

7. Use online and print readers' advisory tools and reviewing sources.
8. Briefly and succinctly describe the plot of a book, film, or other media and its appeal.
9. Identify materials in response to users' inquiries to meet their interests or their requests for works similar to ones they have already read, listened to, or read.
10. Make recommendations without judgment regarding reading, listening, or viewing preferences.
11. Assist users with finding specific titles in their preferred format.
12. Assist in developing, promoting, and implementing programs based on the library collections, such as book discussions, summer reading programs, film, and media programs.
13. Assist in compiling resource lists and displays of books, recordings, films, and media by genre, historical period, subject, author, composer, or director.
14. Suggest additions to the collection based on trends in materials requested and borrowed.