State Library Organizational Chart

Governor

Appoints

Board of Trustees

Hires

Agency Director → Administrative Coordinator

Library Resources and Services Deputy Director
Collect state and federal documents; research for state agencies

Electronic Resources Director
Administers Discus – SC's Virtual Library, as well as select online resources for State Library cardholders. Discus collection of more than 50 subscription databases supports K-12 schools, public libraries, and academic institutions.

Electronic Resources Customer Support Specialist ↔ Electronic Resources Training and Outreach Coordinator

Information Technology Director
Manages agency's information and technology needs; Provides technical assistance to SC public libraries on issues ranging from technology infrastructure assessments to onsite implementation

Help Desk Coordinator ↔ Information Systems Administrator

Library Collections and Services Director
Cataloging items; Digitization; Collection management; Public services including reference and circulation, Interlibrary Loans, and government documents; All state publications and the Federal depository collection.

Digital Projects Coordinator ↔ Public Services Librarian 1
Government Documents Librarian ↔ Public Services Librarian 2
Cataloging and Metadata Librarian ↔ Public Services Librarian 3
Technical Services Librarian-Cataloging

Reference Librarian
Answers reference and research questions; handles state and/or federal documents; develops state library collection; selects ten notable publications created by state agencies for the SC State Documents Depository: Notable State Documents Awards Program.

Statewide Development Deputy Director

Statewide Initiative Coordinator

Statewide Programs Coordinator

Library Development Director
Board Training. Answer questions and develop/present workshops/webinars on topics including: (a) services to children/young adults; (b) library management and administration; (c) planning and advocacy; (d) public relations and marketing; (e) facilities and planning; (f) equity, diversity, inclusion, and outreach services best practices

Library Development Consultant: General Library ↔ Library Development Consultant: Inclusive Services
Library Development Consultant: Youth Services ↔ Library Development Consultant: Continuing Education
Grants Administrator ↔ State Data Coordinator

Talking Book Services Director
Specifically for the blind and print disabled. Bring reading materials in digital, audio and Braille formats to patrons (preschoolers to centenarians)

Digital Duplication and Studio Assistant
Library Technical Assistant 1
Library Technical Assistant 2
Reader Advisor 1
Reader Advisor 2
Reader Advisor 3
Reader Advisor 4
Reader Advisor Assistant

Studio Manager
Manages agency's recording booth that captures audio versions of a variety of SC materials read by talented local volunteers books for download; created a mobile recording studio kit which allows our volunteer narrators to record offsite.

Reader Advisors
- Take on average 1,400 calls a month, providing individual reader advisory assistance to patrons. Agency has nearly 6,000 TBS patrons. TBS Hosts monthly book club, summer and winter reading programs, and annual art competition

Communications Director: Document and report editing for the agency; Coordinate Social Media; Assist with Advertising and Marketing

Graphic Designer ↔ Public Information Coordinator
Web Developer

Human Resources Director
Recruiting; Hiring; Employee benefits; Disciplinary action; Employee relations; Employee evaluations

Finance Director

Procurement Officer

Senior Accountant