

LIBRARY TECHNICIAN I

DEFINITION

Performs a wide variety of responsible, and technical tasks related to the acquisitions, cataloging, processing, and/or circulation and distribution of library materials. Position may require working evening and/or weekend shifts.

DISTINGUISHING CHARACTERISTICS

The Library Assistant is an entry level position. This position assists in routine library-related tasks under close supervision.

The Library Technician I performs a variety of technical duties which require a general knowledge of library principles, practices and procedures. This position requires previous library experience and knowledge of operating procedures, processes, policies, references, and online utilities used in the library. The Library Technician I is responsible for the efficient and effective completion of tasks.

The Library Technician II performs broader, more complex specialized and technical duties which require a comprehensive knowledge of library principles, practices, and procedures. The Library Technician II position requires the ability to apply functional area policies and procedures, follow precedent and identify problems and recommend solutions in meeting goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a Library Manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Assists in collection maintenance according to established library principles and procedures, including: identifying materials for rebinding, repair or replacement; organizing and supervising shelving; shelf-reading, shifting, inventory and signage.

Maintains financial records of fines, fees, and patron delinquencies; secures collected monies and makes proper deposits.

Inputs and retrieves data from the library automated system and other library and campus databases.

Assists with the organization and operation of circulation and inventory activities and projects.

Assists with the operation, maintenance and repair of library and office equipment available to the public including typewriters, calculators, personal computers, photocopies, and microform reader-printers.

Assists in cataloging new materials; searching and retrieving preliminary MARC – format records from OCLC or other bibliographic source; editing records; assigning classification numbers, verifying proper subject headings.

Applies and interprets library policies and procedures and participates in the planning and development of policies and procedures.

EXAMPLES OF DUTIES (continued)

Provides general library information in person and over the telephone.

Processes, organizes, and circulates all materials, including reserve items, periodicals, non-print materials, and books using Dewey Decimal classification, Anglo American cataloging rules, Library of Congress Subject Heading and local standards.

Participates in the compilation of daily, monthly, and yearly statistics.

Orders and receives a wide variety of library materials including books, pamphlets, serials, and non-print items and notifies requestors of availability of materials.

Receives and edits multi-format online bibliographic records and verifies bibliographic citations necessary for ordering materials using the online database, the online catalog, and other bibliographic sources.

Prepares purchase orders, initiate payment authorization, selects jobbers and/or publishers, place orders, receives shipments, and responds to inquiries and complaints regarding materials received.

Initiates and processes Interlibrary Loan Requests via online database.

Discards designated library materials and arranges for their distribution.

Prepares bibliographic list of library holdings such as the Video List, the Periodical List, and the College Catalogs List.

Communicates issues and assists in resolving problems related to specific Library/Learning Resources area assigned.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Library terminology, standard library practices and techniques, and office recordkeeping and bookkeeping methods.

Computerized library systems and interpretation of manuals.

The Dewey Decimal Classification.

Machine Readable Cataloging (MARC) fields and tags.

Anglo-American Cataloging Rules (AACR2).

Modern office practices.

Word processing, spreadsheets, and database utilization.

Basic accounting and statistical principles

QUALIFICATIONS (continued)

Ability to:

Perform detailed and general library tasks both accurately and rapidly.

Apply and interpret library policies and procedures.

Interpret, apply and explain rules, regulations and policies and exercise good judgment within established procedures.

Answer routine directional questions.

Demonstrated ability to keyboard accurately or moderate level typing skills.

Communicate clearly, concisely and effectively both orally and in writing.

Interact positively and diplomatically with faculty and students in a multi-ethnic environment.

Operate standard office equipment such as computers, typewriters, microform equipment and calculators.

Keyboard accurately at 35 wpm.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university.

Two years of library para-professional experience.

PHYSICAL REQUIREMENTS:

Ability to work in an environment which requires lifting up to 30 pounds, bending, stooping, and pushing.