

LIBRARY TECHNICIAN

BASIC FUNCTION:

Under the direction of an Assistant Principal, perform a variety of specialized library duties related to the acquisition, cataloging and processing of books, serials and other library materials; circulate library materials, audio-visual materials, equipment and other library materials.

REPRESENTATIVE DUTIES:

- Perform a variety of specialized library duties related to the acquisition, cataloging and processing of books, serials and other library materials; research, identify, evaluate and order materials as assigned; participate in annual purchasing activities as requested. **E**
- Assist students, staff and others in locating and selecting appropriate library, reference and research materials; participate in class research projects as requested; instruct students in the proper use of the library including the card catalog, computer lab, operation of equipment and related library matters. **E**
- Receive and barcode new books; enter new and existing books into the on-line card catalog system; delete discarded books from the computer; erase discarded barcode sequences and maintain related lists. **E**
- Check books and other materials in and out at the circulation desk; arrange, stock, and shelve books and other instructional materials. **E**
- Maintain magazines and maintain related records; assure magazines are received in a timely manner; renew magazines as needed; recommend new magazines as requested from students and staff; review magazines to assure appropriateness for viewing at the school. **E**
- Maintain a scheduling calendar and schedule classes for the use of the library; prepare or locate reference materials for use in classes as needed. **E**
- Prepare bills and collect monies for lost or damaged library materials and issue replacements; reimburse students for books found as needed; mend books upon return as needed; withdraw books from library circulation due to worn condition or damage. **E**
- Operate a computer and other office, library and instructional equipment as assigned; arrange for technical support of software programs or computers as needed; back-up computers; enter various student, library and other data into appropriate systems. **E**
- Assist with textbook processing and distribution activities; assist with maintaining textbook inventory records.
- Perform various clerical duties including duplicating materials, answering phones and routing calls, typing various materials, and other clerical duties as requested.
- Monitor and maintain acceptable student behavior in the library; assist in maintaining a clean and orderly environment.
- Provide work direction, training and guidance to student assistants as assigned; assign and review work; approve time sheets.
- Perform related duties as assigned.

KNOWLEDGE OF:

Library practices, procedures and terminology.
Library reference materials and sources.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.
Basic research methods.

ABILITY TO:

Perform specialized library duties related to the acquisitions, cataloging and processing of books and other library materials.
Perform duties related to library inventory and control, processing and circulating library materials and equipment.
Assist students, staff and others in locating and utilizing library materials.
Process a variety of library materials.
Apply and explain library rules, regulations and policies.
Maintain library in a neat and orderly condition.
Make arithmetic calculations quickly and accurately.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Communicate effectively both orally and in writing.
Perform clerical duties such as filing, duplications and typing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in library science and three years experience in a library environment.

WORKING CONDITIONS:**ENVIRONMENT:**

Library environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting and carrying light to moderately heavy objects.
Pushing or pulling book carts.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

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