

Position: Library Technician I	Salary Grade: 14
Department: Learning Resource Center	FLSA: Non-exempt

**Summary**

Performs recurring clerical and technical library duties involving requesting, receiving, cataloging, referencing, processing, and circulation of library materials. Provides information and assistance to library customers.

**Essential Duties and Responsibilities**

- Serves as the primary customer service resource in the circulation area, to staff, students, and the public.
- Assists faculty, staff, students, and other visitors with use of the library. Assists them to find materials and use resource guides.
- Conducts "walk-and-talk" orientations for students and staff in areas such as but not limited to, general use of the library, periodical research, bibliographic search, Internet search, or use of electronic media.
- Demonstrates the use of card catalogs and performs cataloging. Performs basic reference services.
- Shelves new and returned materials (books, media, or periodicals) in the absence of student employees and assures data entry into the library system.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Maintains a clean and orderly environment.
- Circulates, stores, and inventories books, periodicals, and audiovisual materials including those that are overdue.
- Maintains records for lost and overdue books and fines, issuing grade and record holds based on student account balances.
- Processes a full range of library materials within established parameters.
- Processes requests and maintains records for interlibrary loans including those required for cooperative library system materials, and maintaining the course reserve collection.
- Maintains current procedures manuals for the position. Cross-trains other staff members.
- Coordinates, designs, and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.

- Checks-out and in, sets up, delivers, and picks up various audio-visual equipment to support classrooms and administrative requests.
- Assists with ordering, receiving, and inspecting library materials. Documents receipt and maintains records of transactions.
- Creates, maintains, updates computerized reserve books listing and other reserve materials for library patrons, instructors, and administrators.
- Maintains the periodical section. Recommends periodicals for purchase and inclusion.
- Performs routine clerical and record keeping duties.
- Provides guidance and training to student employees.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requires basic procedural knowledge of standard library methods, practices, and terminology including use of library card catalogs and basic reference sources. Knowledge of library data retrieval techniques. Must have a basic understanding of a classification system, subject headings, and library filing rules. Must be familiar with automated carding systems and records. Requires a working knowledge of modern office practices, procedures, and equipment including personal computers. Requires knowledge of common office productivity and special library software. Requires sufficient communication skills in order to serve customers and to interact with staff and faculty. Requires sufficient arithmetic skills to arrange materials in numerical sequence and calculate sums needed for handling cash and recording circulation data. Requires sufficient English writing skills to document instructions on library procedures.

### ▪ **Abilities**

Must be able to perform all of the duties of the position in an open environment and interruptions, with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Requires the ability to learn and understand the College's library operations, goals and objectives, and procedures. Must be able to maintain a circulation area in a manner that supports research and studying. Must be able to apply and explain library rules, regulations and policies. Requires the ability to deal courteously with library patrons, conduct tours, and train others in the use of electronic media. Must be able to perform routine clerical and record keeping duties and operate equipment such as personal computers, peripherals, copiers, typewriters, micro-reader/printer, and audio-visual equipment. Requires the ability to maintain library information on a specialized database by using custom data entry screens. Must have the ability to work evenings and weekends. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires the ability to sit, stand, stoop, reach, and twist on an intermittent basis. Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard at an acceptable rate; ambulatory ability to walk, move carts, and reach to selves for placement of lightweight objects (less than 10 pounds); hearing and speaking ability to carry on conversations in person and over the phone.

- **Education and Experience**

The position requires a High School diploma and one year of experience in a library or instructional setting. Additional higher education will substitute for experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where some safety considerations exist from physical labor and handling of medium weight, yet, awkward materials.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

Board approved: 07/10/2003