

## LIBRARY TECHNICIAN

### DEFINITION

Performs specialized clerical and technical duties in one or more of the functional areas of acquisition, circulation, periodicals, or cataloging in a library or learning resources center.

### TYPICAL DUTIES

- Assists users by locating and physically retrieving print and media materials, answering routine questions, directing reference and research questions to the appropriate librarian, and explaining library, media, and learning resources center policy and procedures to users.
- Performs technical work in the acquisition of books, media, and other library materials by searching journals, catalogs, vendor websites and databases, and other resources for bibliographic and order information; preparing orders for the purchase of all library materials; contacting vendors to obtain information, expedite orders, and follow up on problems; processing invoices for payment; receiving and checking orders; maintaining files.
- Performs technical work in the cataloging process by searching reference and electronic sources for cataloging and classification information; transferring or updating minimal or interim-level cataloging records; transferring descriptive information from online or digital sources; adding items bibliographic records; maintaining files based on cataloging routines; assisting with inventory; mending books and other materials; performing all necessary steps to prepare materials for use.
- Performs circulation work by creating and updating user records; performing book searches and placing holds; charging, renewing, and receiving library, reserve, and media materials; establishing and maintaining library routines for overdue notifications and collection of fines and replacement fees; shelving-shelf-reading, and shifting books and other materials; preparing and updating materials and book records; requesting and returning materials borrowed from other libraries.
- Performs periodicals work by maintaining records of periodicals received; updating periodicals holding list; processing periodicals; processing invoices; retrieving, charging, and renewing periodicals; claiming issues not received; contacting vendors or using vendor databases to follow up on orders and problems; mending periodicals; and preparing periodicals for binding.
- Provides clerical/technical assistance to librarians in orientations, bibliographic instruction, and information competency labs, classes, and/or workshops as needed.
- Uses software available through the integrated library system such as the on-line acquisitions, serials, cataloging, and circulation systems.
- Operates library and office equipment such as microfilm/fiche readers/printers, copiers, computers, printers, scanners, and related equipment.
- Provides customer service such as answering and directing telephone calls, responding to electronic inquiries, assisting on-site users with directions and general information regarding the library, and assisting library patrons in the use of equipment such as copiers, microfilm/fiche readers/printers, computers, printers, and other related equipment.
- Prepares routine reports, statistical data, records, and correspondence concerning library services.
- Maintains files and records.
- Assists in preparing bibliographies.
- May provide work direction and training to Library Assistants and student employees.
- Performs other related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **Library Technician** performs specialized clerical and technical duties in one or more of the functional areas of acquisition, circulation, periodicals, or cataloging in a library or learning resources center.

A **Library Assistant** performs specialized clerical duties which include circulation work; preparing new acquisitions; mailing overdue notices and billing letters; typing of bibliographies, correspondence, purchase orders and requisitions; filing; and operating various library equipment.

## SUPERVISION

Immediate supervision is received from the Library Department Chair. Functional supervision may be received from a Librarian. May provide work direction and training to Library Assistants and student employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Technical library resources including online catalogs, electronic databases, websites, and bibliographies
- Technical procedures for the acquisition of library and media materials
- Technical procedures involved in the cataloging and classifying of library and media materials
- Technical procedures involved in the circulation of library and media materials
- Library classification systems
- Principles of business English, punctuation, spelling, and grammatical usage
- Letter, memorandum, and report formats
- Clerical practices and procedures
- Organization and use of records and files
- Customer service techniques for public contact in person, on the phone, and in written communications
- Capabilities of computer systems, software, and hardware used in a library

### Skill in:

- Operation of automated library systems equipment
- Operation of computer and related equipment
- Using standard computer software applications

### Ability to:

- Assist students, faculty, and staff with using materials, computers, and equipment found in a library or learning resources center
- Explain and demonstrate the use of a variety of library resources and facilities
- Operate media equipment found in a library or learning resources center
- Effectively utilize computer hardware and software in the performance of duties
- Give clear and concise instructions
- Maintain accurate and detailed records and files

Ability to: (cont.)

Record and organize data neatly and accurately in standard and electronic files

Use proper spelling, punctuation, and grammar

Communicate effectively with individuals from various ethnic and socio-economic backgrounds

Work effectively and cooperatively with students, faculty, staff, and the public

Learn specialized computer applications common to a library

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** two years of full-time paid library clerical experience.

**OR**

- B. Graduation from high school or its equivalent **AND** successful completion of three core courses in library media technology from a recognized college or university **AND** one year of full-time paid library clerical experience.

**OR**

- C. Graduation from high school or its equivalent **AND** successful completion of six core courses in library media technology from a recognized college or university.