

Job title: Library Technician

Description of basic functions and responsibilities

To perform a variety of responsible technical and clerical duties involving circulation, reference, cataloging, and record keeping activities within a school library facility and to act as a resource person regarding available materials. Employees in this classification report to the librarian and receive general supervision within a framework of standard policies and procedures. Employees in this job class train, coordinate and supervise the work of students and/or volunteer assistants. This job class assists in the day-to-day operations of a school library, assuming operational responsibility in the absence of the librarian, and providing technical/clerical support for the librarian. This job class requires a variety of specialized, technical, and organizational skills as well as creativeness and initiative.

Supervisor: Administrator with input from librarian

Typical duties

Assists the librarian and assumes responsibility for the library when the librarian is absent

Catalogs books and audio-visual materials; assigning classification numbers and subject headings; writing information for catalog cards

Performs circulation functions in the library; checks library books, materials, and equipment in and out, inspecting incoming materials for damage, need for mending, etc.

Schedules and conducts library sessions for classes; assists in providing basic instruction in library skills

Maintains records regarding circulation, collection works and materials, lost materials, media equipment, volunteer hours, etc.

Supervises students using the library; maintaining discipline as necessary

Provides notification and follow up on overdue materials

Facilitates the use of library; provides information regarding library/media materials available, reference materials, and library procedures; assists students and staff in material searches and book selections; requests books from other libraries as requested

Fills teacher requests for library/media materials and audio-visual equipment

Repairs minor maintenance repair work on audio-visual equipment

Assists with inventory of library books and materials; reporting missing and damaged materials and recommending withdrawals/additions to the collection

Promotes the use of the library through displays bulletin boards or other means

Attaches covers and mends books and magazines, sending out for binding as necessary

Trains and directs student assistants and volunteers in proper library procedures, methods and techniques

Files catalogue cards, shelves books, and assists in the maintenance of the library

Orders, processes, and participates in the selection of new books and supplies for assigned library

Monitors receipt of magazines assuring that subscriptions ordered are arriving in a timely manner

Maintains chronological order of various newspaper subscriptions and displays current issues daily

Serves as an information source to students, parents, teachers and other district personnel regarding books, reading lists, new publications, etc.

Plans, organizes, implements, and coordinates special library programs and fund raisers such as book fairs, and reading encouragement activities.

Monitors, plans and controls expenditures for books and materials from a variety of funds including district, school, parent groups, and fund raisers; maintains accurate records of expenditures and receipts; tracks budgets.

Types a variety of material such as catalogue/shelf cards, orders, bibliographies, reports, lists, correspondence, etc.

Attends meetings and workshops related to school library operations, procedures, and materials

Sorts and distributes incoming mail.

Collects lost book fees; issues receipts, and notes appropriate records.

Performs a variety of clerical support duties for a Librarian as assigned

Performs related duties as required

Employment Standards

Knowledge of the basic terminology, purpose, operations, and practices of a school library

Knowledge of educational library/media center materials including books, film strips, video cassettes, etc.

Knowledge of standard office procedures and practices

Knowledge of proper library circulation, reference, and retrieval methods and techniques

Knowledge of proper English grammar, usage, vocabulary, and spelling

Ability to communicate effectively in both oral and written forms

Ability to perform specialized library technical work with speed and accuracy

Ability to use standard office and library/media equipment

Ability to type accurately at a rate required for successful job performance.

Ability to train, direct, and supervise the work of student/volunteer assistants

Ability to plan and organize library activities and programs effectively and to assure responsibility for the operation of the library in the absence of the librarian

Ability to deal effectively with large numbers of students in the library while maintaining the desired orderly environment

Ability to perform mathematical calculations using addition, subtraction, multiplication, and division

Ability to establish and maintain a variety of records and filing systems

Ability to prepare routine reports and correspondence

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.