

LIBRARY TECHNICIAN

DEFINITION:

Under general supervision, to perform library circulation and public contact work; to provide patron services including check-out, return, cash handling and basic informational services; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Library Technician is the experienced level class of this series, fully competent to perform a wide range of circulation, public contact and library service support duties; and is distinguished from the Senior Library Technician in that the latter performs technical library support services in a specialized area. Incumbents exercise some independence of judgment in the application of library policies and performance of patron services and are expected to handle some technical reference or advisory service questions.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Sets up circulation desk for daily activities; prepares cash drawer and desk supplies;
- Checks library books and materials in and out; explains library circulation policies and procedures to students and faculty; registers and issues library cards;
- Assists students and staff with specialized library equipment and databases;
- Maintains stacks; replaces returned books on shelves and scans shelves to find out of sequence books;
Calculates and collects fines and other charges for overdue, lost or damaged books, and for the copy machine;
- Records and balances daily receipts;
- Coordinates interlibrary lending and borrowing activities within consortiums and at state and national levels; processes document delivery requests and interlibrary loan transactions;
- Assists library paraprofessional and professional staff and refers difficult or unusual problems to appropriate supervisory or professional staff members;
- Responds to patron requests for information and materials and refers technical or reference questions to appropriate staff members;
- Receives, verifies and releases materials for reserve requests;
- Receives returned books and materials according to established procedures;
- Opens and closes the library for business each day;
- Trains and oversees the work of student workers;
- Maintains data bases of information regarding, for example, collections and library cardholders;

- Prepares a variety of periodic and special library processing and activities reports;
- Maintains records and files related to the library services activities and projects; assists in a variety of assigned special projects and services.

MINIMUM QUALIFICATIONS:

Knowledge of:

General library services, practices, procedures, terminology and equipment.
Library public desk etiquette and methods of providing information.
Specialized library data base systems and on-line resources.
Business arithmetic including percentages and decimals.
Use of standard office equipment including computers.
Correct English usage, including spelling, grammar and punctuation.

Skill in:

Making accurate arithmetic computations to determine library overdue fees and cash balances.
Making sound judgments and decisions within established guidelines.
Interpreting and applying library procedures and rules.
Performing office support work, including typing and filing.
Operating word processing and spreadsheet programs.
Training and overseeing student workers.
Establishing and maintaining effective working relationships with those contacted in the course of the work, including college students.

Other Requirements:

Must be willing to work evenings and weekends.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Graduation from high school and one year of experience in a library or educational setting involving public information duties.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Climbing, reaching, stooping and kneeling to shelve books and locate materials; lifting and carrying up to 35 pounds; manual dexterity to operate keyboards and other library equipment; speech and hearing to communicate with library patrons; vision sufficient to read computer screens and fine text. This work is performed indoors in a library environment.