

SENIOR LIBRARY TECHNICIAN

DEFINITION:

Under general direction, to provide technical and specialized library support services in acquisitions and cataloging; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the specialist classification of the library service support series. Incumbents provide information and assistance in such technical areas as acquisitions and cataloging, and limited reference, and exercise considerable independence and judgment within established guidelines.

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.

- Assists the library staff, students, faculty and others in matters that may require the use of judgment and the interpretation of policies, rules and procedures; provides limited reference assistance;
- Catalogs library materials, including, books, periodicals, videos and software;
- Prepares magazines for bindery and maintains subscriptions for periodicals;
- Processes all new incoming books and instructional materials including stamping, accessioning, labeling and security striping;
- Compiles new book lists and subject matter bibliographies; maintains acquisition and order files; maintains and updates catalog files, shelf list files and accession number files;
- Purges collections of superseded editions and multiple copies;
- Receives and processes requests for new acquisitions;
- Enters and retrieves data from databases and generates reports;
- Sorts and inspects library materials to determine need for mending, cover replacement or binding; makes repairs or arranges for specialized repair;
- Drafts and types routine correspondence, reports, forms and specialized documents;
- Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations;
- Processes interlibrary loans;
- Follows up on library materials ordered; maintains and reconciles purchasing records;
- Attends to a variety of library administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date;
- Supervises the training and work of student workers.

MINIMUM QUALIFICATIONS:

Knowledge of:

Library of Congress Cataloging method, MARC format and AACRR2.

Educational library technical services, practices and terminology.

Technical procedures in library acquisitions and cataloging.

Standard office practices, methods and equipment,

Computer applications and software programs used in library support work.

Business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar and punctuation.

Procedures and practices of record keeping and bookkeeping.

Skill in:

Performing technical library support work involving acquisitions and cataloging.

Library automation tools, spreadsheet and word processing programs.

Using sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of work, including college students.

Organizing work, setting priorities and coordinating work activities.

Reading and interpreting rules, and applying policies and procedures.

Training and overseeing student workers.

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

Associate of Arts degree or community college certificate in a library science or a related field, and two years of work experience as a library technician.

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.